Operator's Instruction Manual

Panasonic
ELECTRONIC TYPEWRITERS

WARNING: *TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.*

The serial number of the unit may be found on the label on the bottom of the unit. For your convenience, note this number below, and retain this book along with your proof of purchase, to serve as a permanent record of your purchase in the event of a theft, or for future reference.

Preface

Congratulations! You are about to enter the exciting world of electronic typing with one of the most advanced electronic typewriters available today.

Your Panasonic KX-E508 has been designed to help you prepare your typing projects as simply and efficiently as possible.

Many of your tedious typing tasks may now be performed quickly and automatically. By reading through the manual, you will learn how to operate all of the functions which will help you on a day-to-day basis.

***It is important that you read this manual and do the exercises.** It has been designed to teach you every function your Panasonic KX-E508 has to offer. Once you have completed this manual, you will find how much easier it will be to do some of your daily typing projects.*

This book has been developed to include all of the functions offered on a fully "loaded" machine. If you do not have these options because you have not purchased them, skip the sections that do not apply to the configuration of your specific unit.

Take the time to learn everything you can about your new typewriter. We are convinced you will find typing much more interesting and your finished projects cleaner, more professional looking, and much easier to do.

We hope you enjoy using your Panasonic KX-E508 and are confident you will have many years of reliability ahead of you.

PANASONIC KX-E508
Operating Instructions

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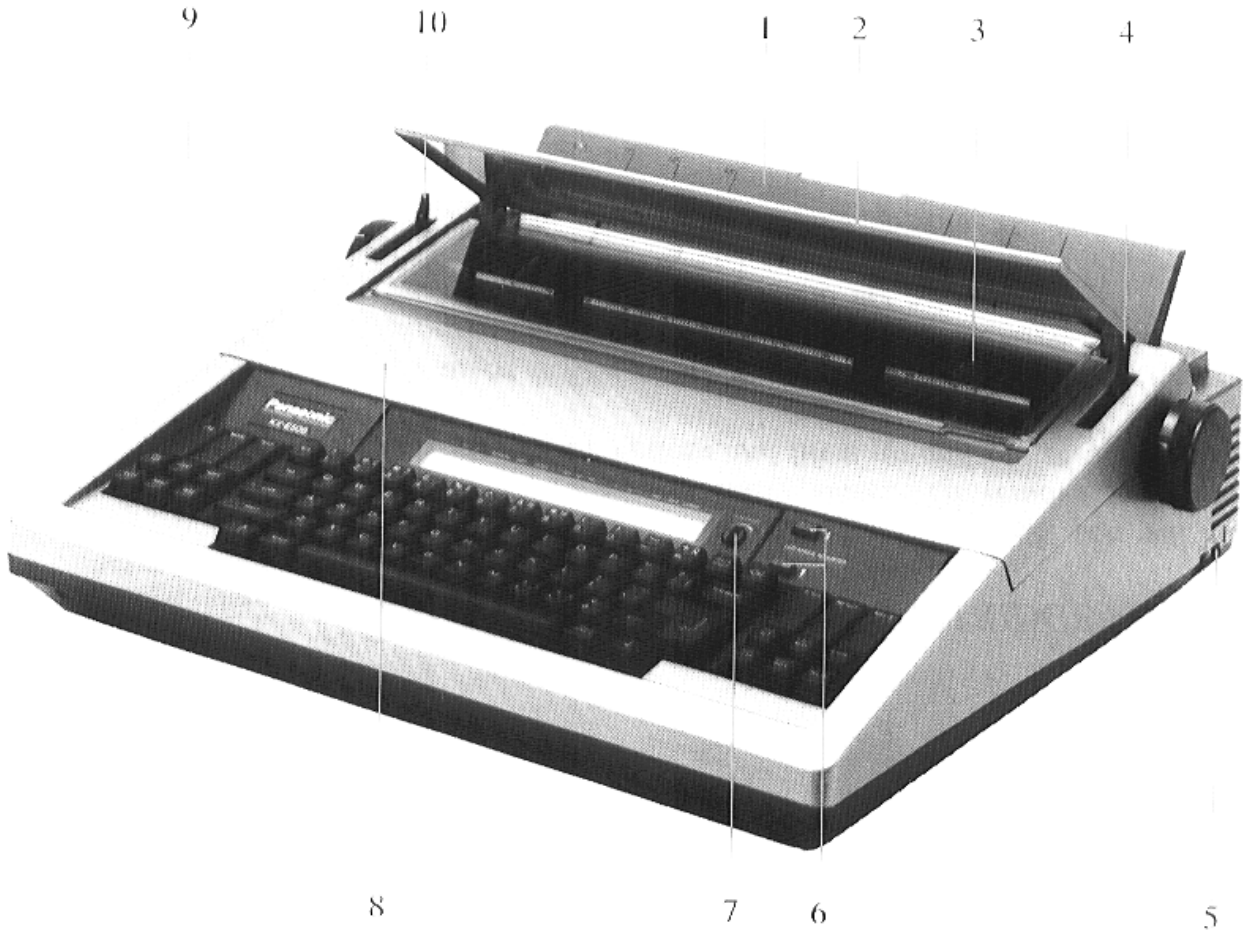
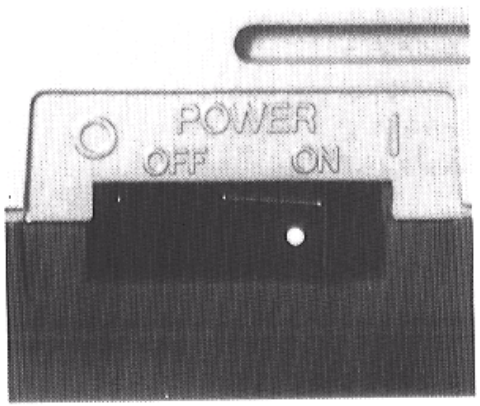
LEARNING THE BASICS



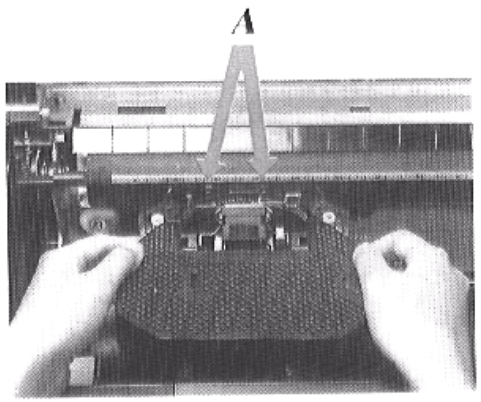
1 Paper Support
2 Anti-Glare Shield
3 Acoustic Filter
4 Paper Release Lever
5 Power ON/OFF Switch
6 LCD Angle Adjuster
7 Contrast Adjuster
8 Top Cover
9 Platen Knob
10 Paper Bail Release Lever



POWER ON/OFF SWITCH

The Power ON/OFF Switch is located toward the back of the machine, on the right side. The KX-E508 will remember the last margins and tabs used when you turn the machine off.

When you turn the unit back on, the carrier will move to the current left margin and the daisy wheel will spin to position itself accurately.

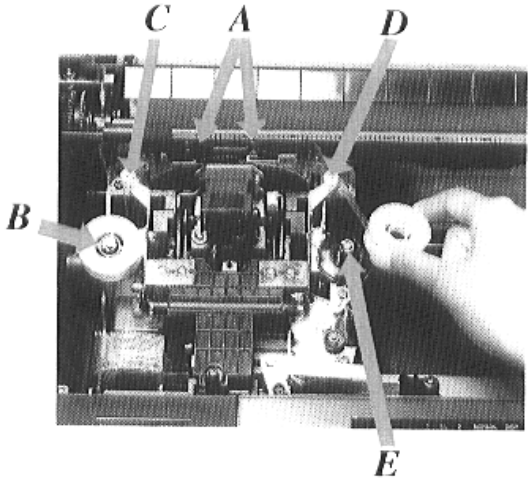


CHANGING THE RIBBON CARTRIDGE

When you lift the top cover of your KX-E508, you will see your carrier, ribbon cartridge and daisy wheel. To remove the ribbon, grasp the cartridge at the bottom and lift it up and out of the machine.

To insert a new cartridge, place the front portion (where the ribbon is exposed) between the card holder and the tape guides (A) and snap the back end of the cartridge on to the printer.

Advance the thumb wheel on the cartridge clockwise until the ribbon slack is tightened.

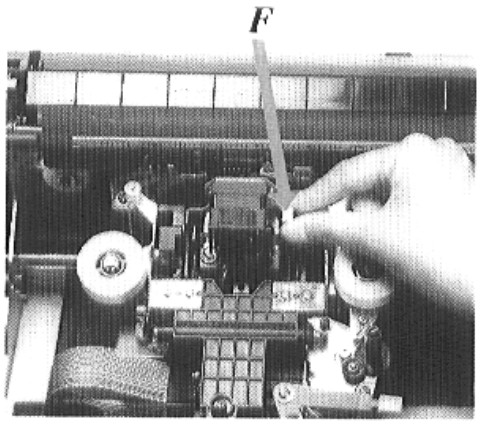


CHANGING THE CORRECTION TAPE

To replace the correction tape, lift out the typing ribbon cartridge and remove the two spools of lift-off tape. Place the loaded spool of new tape on the left pin (B) so that the tape unwinds in a counter-clockwise direction. Place the tape around the left ribbon guide (C) and behind both tape guides (A). Pull the tape around the right ribbon guide (D) and place the empty spool on the right pin (E).

Manually turn the right-hand spool counter-clockwise, tightening the tape until resistance is felt.

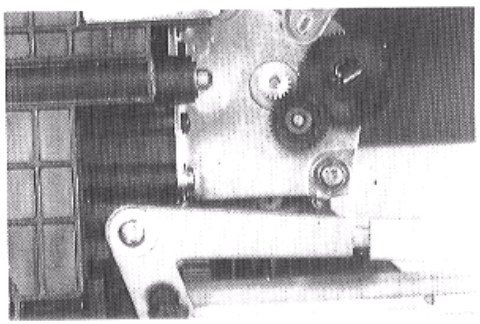
Replace the typing ribbon cartridge.



CHANGING THE DAISY WHEEL

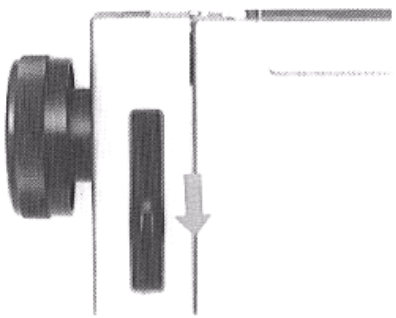
To remove the daisy wheel, you must first remove the ribbon cartridge. You will see a green lever on the right side of the printer. Pull this lever (F) toward you and lift out the plastic cartridge.

To insert the daisy wheel, place the plastic cartridge in the carrier with the characters facing the platen. Push the green lever back into position.



COPY CONTROL LEVER

Located inside the unit on the right side of the carrier is a green lever, which is for copy control. Position 1 is for one to three copies; position 2 will accommodate four to six copies (dependent upon paper weight). Set according to your requirements.



AUTOMATIC PAPER INSERTION

The Panasonic KX-E508 is pre-programmed to insert your paper seven (7) lines from the top of the page. Place your paper in the machine and pull the paper bail release lever toward you. Your paper is automatically positioned at line 7.

Should you wish to change the number of lines to meet your requirements, insert your paper and pull the paper bail release lever toward you. After your paper is automatically positioned at line 7, use the INDEX (↓), REVERSE INDEX (↓) or RETURN key to move your paper up or down to the desired line. Depress CODE+A. You will see the word CODE appear on the display while entering the command.

The KX-E508 has stored this position in memory and will remain at this location until you repeat these steps.

KEYBOARD LAYOUT

In order to simplify the explanation of the KX-E508 and its capabilities, the keyboard has been divided into three (3) sections.

1. Character Keys

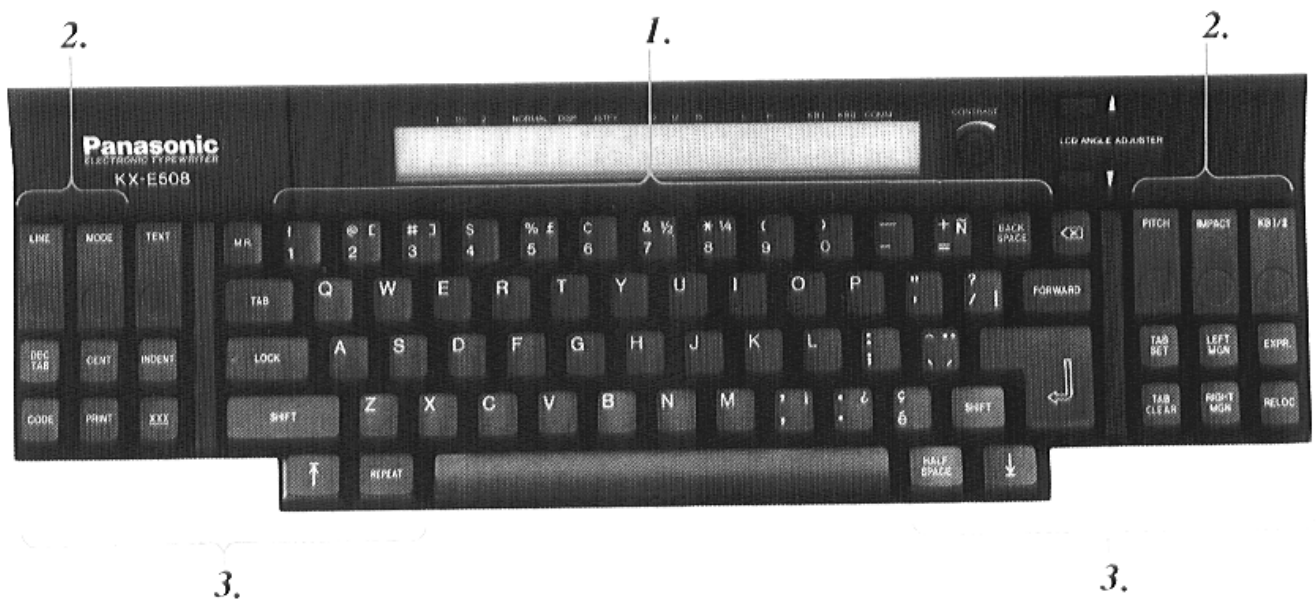
The character keys are all the alphanumberic keys found on traditional typewriters. Some of the keytops have second characters and symbols to the right of the normal characters. These characters are accessed when using KBII which will be described later in the manual.

2. Selecter Keys

Selector keys are located to the top left and right of the standard keyboard. There are six selector keys; the Line Space selector, Mode selector, Text key, Pitch selector, Impact Control selector, and KBI/II selector. When a selector key is depressed a small arrow in the display will move to the next selection.

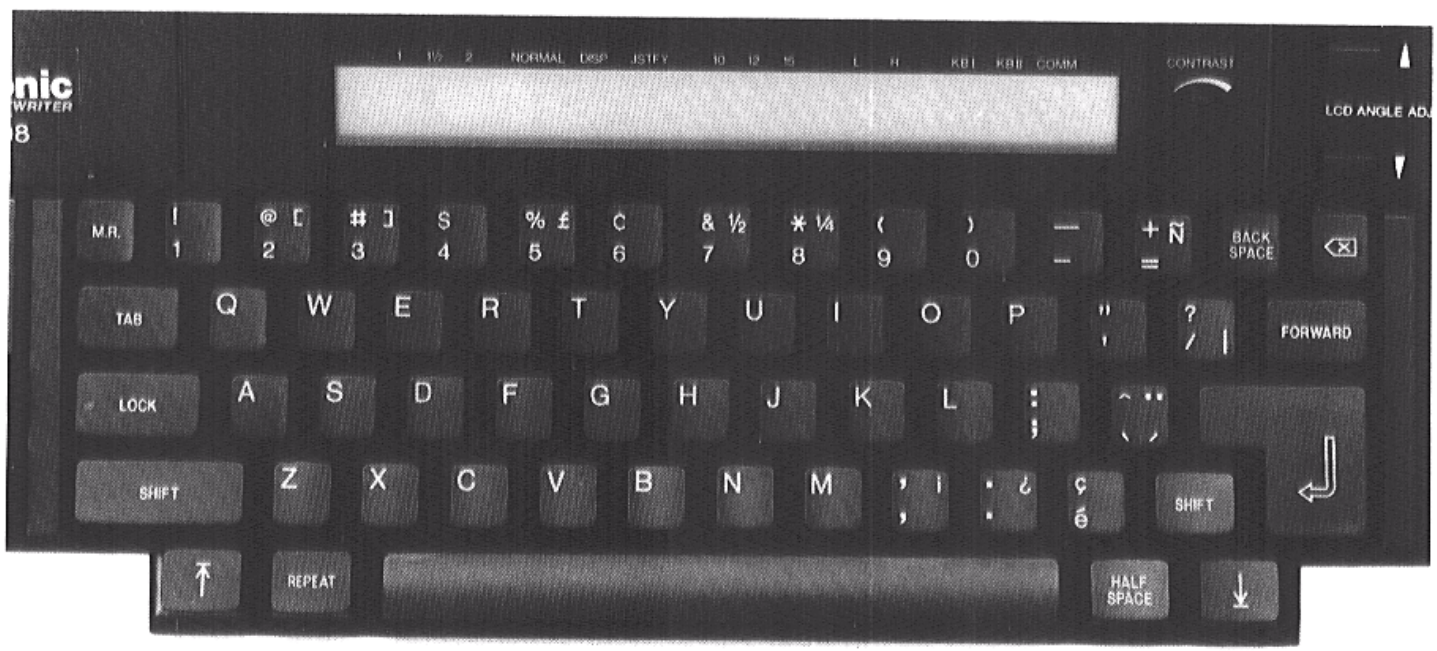
3. Function Keys

The function keys are located below the selector keys as well as to the immediate right and left of alphanumeric keys.

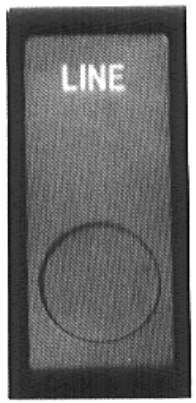


CHARACTER KEYS

The character keys are those found on traditional typewriters. You will notice that some of the key-tops have second symbols to the right of the normal characters. These are functional when using the second keyboard feature (KB II), which will be described later in the manual.



SELECTOR KEYS



LINE SPACING SELECTOR

This selector is located at the top left of the keyboard console. When the line spacing selector is depressed, a small arrow in the top left corner of the display will move to the next selection. You have three choices, 1, 1½ or 2 lines.

MODE SELECTOR

This selector is to the immediate right of the line spacing selector. It offers three modes of operations. When the mode selector is depressed, a small indicator arrow in the display will move to the next selection.

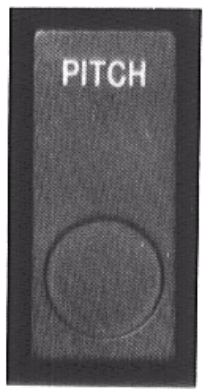
NORMAL *Manual Return is required at the end of each line.*

DISP *Accesses the Display, allowing characters to be seen before they are committed to paper. It also returns the carrier automatically in the hot margin zone after the first character is entered after a space or CODE+HYPHEN is depressed.*

JSTFY *Accesses the Display and prints information with an automatic return and justified right margin.*

TEXT KEY

The Text Key allows the operator to enter or recall information from memory and visualize the text on the display for modification.

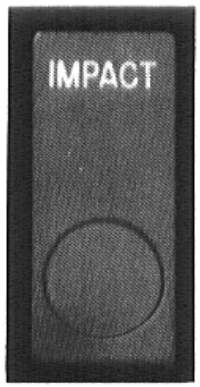


PITCH SELECTOR

On the right side of the keyboard is the pitch selector. When the pitch selector is depressed, a small indicator arrow in the display will move to the next selection. The pitch selector should correspond with the pitch of the daisy wheel in the machine.

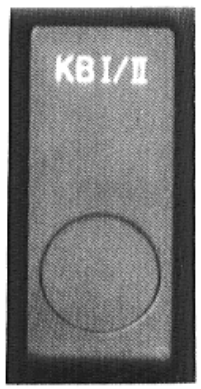
Using the KX-E508, you have the choice of three (3) typing pitches.

10	*PICA*	*10 characters/inch*
12	*ELITE*	*12 characters/inch*
15	*MIKRON*	*15 characters/inch*



IMPACT CONTROL SELECTOR

Located to the right of the Pitch Selector. When the impact selector is depressed, a small indicator arrow in the display will move between "L" for Light impact and "H" for Heavy impact.

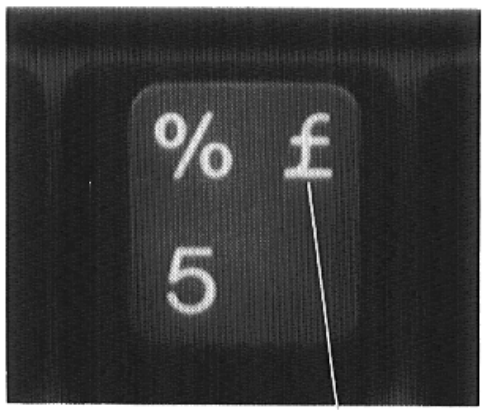


KB I/KB II SELECTOR

This selector switch is located at the far right of the console, next to the Impact Control selector. When the keyboard selector is depressed, a small indicator arrow in the display will move between KB I and KB II.

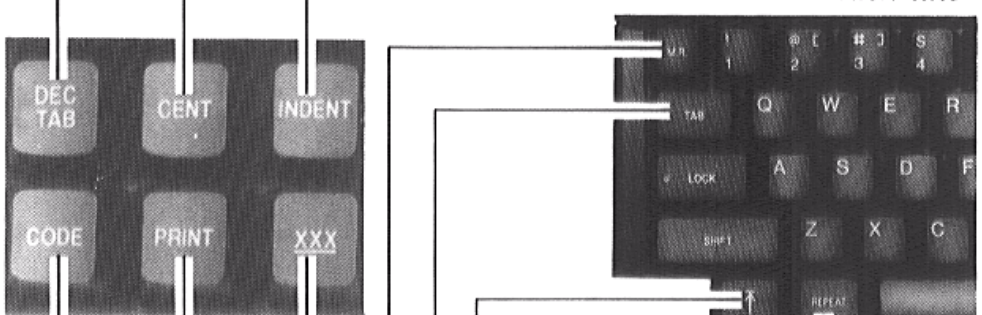
KB I allows printing of normal U.S. characters.
KB II allows the printing of 12 additional characters not normally associated with the U.S. keyboard (foreign language symbols (G)).

The following symbols or characters are accessible in KB II when a "200 series" daisy wheel is being used, instead of "extra" symbols: (Ñ= <) (ñ= >) (£=¹) (¿= ¶) (é=®) (¡=§) (ç=°)



G

FUNCTION KEYS



DEC TAB *Aligns decimal points when typing statistical formats*

CENT *Permits the printer to center information between margins or columns, over a point, or aligns data at the right margin*

INDENT *Sets a temporary left margin and eliminates the necessity to tab on each line*

REPEAT *Makes every key a repetitive key*

↑ *Reverse Index advances ½ line toward the top of the page.*

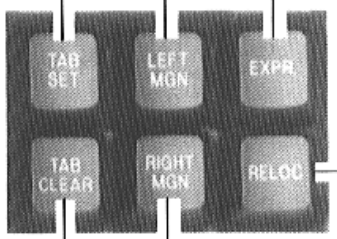
TAB *Moves the printer to a tab position*

M.R. *Margin release for left and right margins*

XXX *Sets/releases automatic underscore command*

PRINT *Inhibits printing and allows corrections to be made out of correction memory*

CODE *Command key for automated functions used in conjunction with other keyboard keys*



TAB SET *Sets TAB stops*

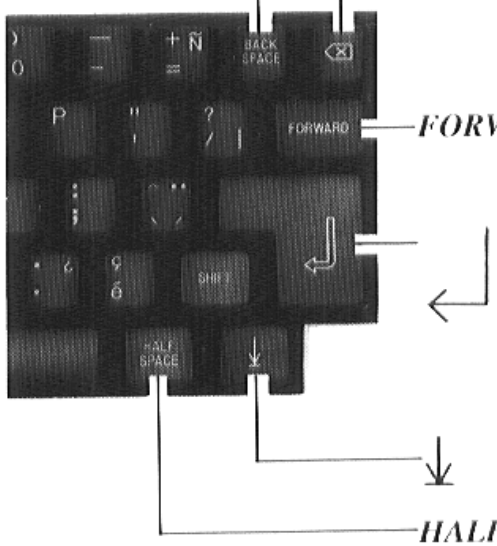
LEFT MGN *Sets the left margin*

EXPR *Express moves the printer to the beginning of the line without line spacing. Quickly advances to the beginning of a memory.*

RELOC *Moves the printer to the last printed character after correction. Quickly advances to the end of memory.*

RIGHT MGN *Sets the right margin and bell*

TAB CLEAR *Clears TAB stops. Also clears margins and tabs when used with the CODE key*



BACKSPACE *Moves the printer one character to the left on the typing line and scans text on the display from right to left.*

Deletes characters from paper and memory.

FORWARD *Scans the text from left to right.*

Return advances one line down and returns the printer to the left margin.

Index advances 1/2 line toward the bottom of the page

HALF SPACE *Half spacing for "squeezing" characters*

USING THE TYPEWRITER

This section introduces you to the fundamental operation of the Panasonic KX-E508. Read through it and do the exercises to familiarize yourself with each operation.

MARGIN FORMATS

When you turn ON the KX-E508 it will remember the last margin format you used. If you want to change these margins and tabs, simply do the following:

TO CLEAR MARGINS AND TABS

Depress RETURN

The printer must be at the left margin to begin making changes to the margin format.

Depress CODE+TAB CLEAR

The printer moves to the far left and clears the entire line, (both margins and all tabs).

TO SET MARGINS AND TABS

Depress SPACE BAR

This moves the printer to the new left margin position. When you have reached the desired left margin

Depress LEFT MGN

To position the printer at the first required TAB stop,

Depress the SPACE BAR

Depress TAB SET

Repeat the last two steps for each TAB stop required on the writing line. Remember, the maximum number of tab stops on one line is 29.

To position the printer at a new right margin,

Depress SPACE BAR

To set the new right margin,

Depress RIGHT MGN

Depress RETURN

You may change the left and right margins as you would on a traditional typewriter, using the M.R. (Margin Release), SPACE BAR or BACKSPACE keys.

To change a tab stop, use the TAB CLEAR and TAB SET keys.

To clear only the tabs, move the printer to the first tab position and depress CODE+TAB CLEAR. Your margins are still on the writing line.

For the first exercise, be sure you set up the following:

The paper guide is at 0
The pitch selector is set at 10 (PICA)
The daisy wheel in the unit is 10 pitch
The MODE selector is set at NORMAL

Depress RETURN

Depress CODE+TAB CLEAR

Set the left margin at 15
Set the first tab at 30
Set the second tab at 45
Set the third tab at 60
Set the right margin at 74

Depress RETURN

STORING MARGIN FORMATS IN MEMORY

Two different margin formats (margins, tabs and hot zones) may be stored in the memory of the KX-E508 for repetitive use. You may name these formats Y or Z.

In Exercise 1 you have set up a margin format. Now you are going to store this format in memory.

Depress CODE+F

Your display will show:

Depress Y

Your display will clear and show the number of characters available on the writing line in the character counter to the right of the arrow.

In the future, this margin format may be recalled at any time by depressing CODE+Y. This eliminates the need to reset margin and tab settings. ***REMEMBER,*** *CODE+F is only used when* ***STORING*** *margin formats.*

Depress CODE+TAB CLEAR at the Left margin to erase all margins and tabs from the writing line.

Now, set up the second format and store it in margin format memory Z.

Set the left margin at 11
Set the first tab at 20
Set the second tab at 33
Set the third tab at 45
Set the fourth tab at 54
Set the right margin at 64

Depress RETURN

Your display will show:

Depress CODE+F

Depress Z

RECALLING MARGIN FORMATS FROM MEMORY

You should now have two margin formats in memory. These formats will be recalled several times throughout the Practice Exercises. To recall a margin format, you must do the following:

Depress CODE+Y

The first margin format has been recalled and is ready to use. If you had depressed CODE +Z, the second format would have been brought to the writing line.

When you want to change any of the stored margin formats, simply set new margins and tabs and store over the previous format by depressing CODE+F and selecting Y or Z.

Remember, you NEVER use CODE+F to recall margin formats from memory (only to store them).

ADJUSTABLE "HOT ZONE"

The "Hot Zone" represents the number of spaces between the bell and the last character at the right margin. It is pre-programmed in the machine at 0.7 of an inch from the end of the writing line. Should you wish to change it:

Depress the mode selector key until the indicator arrow is positioned at NORMAL

Depress SPACE BAR or TAB to position the printer at the right margin

Depress BACKSPACE to the required new bell position

Depress CODE+RIGHT MGN

Remember that you may set the bell within one inch (1") from the right margin

USING THE FUNCTION KEYS

INDEX (↓) AND REVERSE INDEX(↑)

The INDEX (↓) key allows you to advance the paper 1/2 line toward the bottom of the page. The REVERSE INDEX (↑) key allows you to advance the paper 1/2 line toward the top of the page.

These keys are used for typing superscripts and subscripts. You will also use them later in this manual for searching through the correction memory.

The 4^{th} of July is America's Independence Day.

To type this you would first enter "The 4" and then:

Depress the REVERSE INDEX (↑) key and type "th".

Depress INDEX (↓) to reposition the printer on the actual typing line.

Type the following for practice using the CODE+Y format. Be certain your PITCH selector is at 10 and the MODE selector is at NORMAL.

NOTE: *In the paragraph on Chemistry, the degree sign is the letter "o".*

The log to the base of 10 of 1000 ($\log_{10}1000$) is 3, that is $10^3 = 1000$.

The square root of $a^2 + 2ab + b^2 = (a+b)$.

Chemistry:
Ca^{2+} denotes the ion of calcium which carries two positive charges: the plus sign is used to indicate dextro-rotation (as 143^{o}); it is sometimes used to indicate a base of alkaloid when placed above the initial letter.

CORRECTING ERRORS ON PAPER

*The **BACKSPACE** key is used to move the printer to the incorrect character.*

*The **CANCEL** (⌫) key allows you to "lift" incorrect characters off the paper when an error has been made.*

*The **EXPRESS** key (EXPR) moves the printer to the beginning of the line without line spacing.*

*The **RELOCATE** key (RELOC) moves the printer to the last printed character on the page after a correction has been made, or to the last carrier return.*

Using the first stored line format (CODE+Y) type the following sentence using these keys to make the corrections. Do not RETURN at the end of the line.

Whne tpying quickly, a typist is likely to make mistakse.

Change "Whne" to "When"
"tpying" to "typing"
"mistakse" to "mistakes"

CORRECTION MEMORY

The Panasonic KX-E508 has a maximum 500 character correction memory for automatic lift-off. If you have typed several lines and notice an error in one of the preceding lines you may instruct the KX-E508 to make the correction.

*Keep in mind that 500 characters are approximately two average paragraphs. When you have reached the end of the 500 character correction memory, your KX-E508 will alert you with three (3) "beeps". When this occurs, depress **CODE+CANCEL** (⌫) and make the corrections out of the 500 character memory.*

MAKING CORRECTIONS WITHIN THE CORRECTION MEMORY

To cancel printed characters on previous lines:

Depress CODE+REVERSE INDEX (↑)

To position the printer on the line where you have located an error.

Depress BACKSPACE or SPACE BAR

To position the printer one character to the right of the error.

CANCEL *(⌫) the incorrect character(s) and type the correction.*

Depress RELOC

This will return the printer to the last printed character on the paper.

NOTE: If you use REVERSE INDEX (↑) without the CODE key, you will delete the 500 characters in the correction memory.

MAKING CORRECTIONS OUT OF THE CORRECTION MEMORY

To cancel previously printed characters which are out of correction memory:

Depress CODE+CANCEL (⌫)

This instructs the KX-E508 that you are going to correct out of the 500 character memory. Your printer will automatically move to the left margin to allow you to begin making corrections.

Depress REVERSE INDEX (↑)

To position the printer on the line of the error.

Depress SPACE BAR to position the printer over the error.

Depress CODE+CANCEL (⌫) once

Retype the incorrect character

This will lift the character off the paper

Type the correct character

Repeat the steps outlined above for each incorrect character.

Depress RELOC

This positions the printer at the last printed character.

* ***If you have more than one correction to be made out of the 500 character correction memory, you must RETURN to position the printer at the left margin in order to REVERSE INDEX (↑) to the next error.***

NO PRINT WHEN MAKING MANUAL CORRECTIONS

When an error is out of the 500 character correction memory, the PRINT key may be used as a stencil key to re-enter text into the correction memory without reprinting. This feature is especially useful when correcting text in justification.

Depress CODE and CANCEL (⌫) to exit the 500 character correction memory.

Depress REVERSE INDEX (↑) to position the printer at the beginning of the line you need to correct.

Depress the PRINT key.

Retype the error and depress the CANCEL (⌫) key to make your correction.

If the text was typed in JSTFY (justification), retype the entire line until the carriage returns. Do not correct the characters off the display that triggered the return. Depress the PRINT key to clear them from the display.

Depress the CODE+REVERSE INDEX (↑) to return to the line containing the error.

Space to the right of the error and depress the CANCEL (⌫) key to delete.

Using the CODE +Y format, with the MODE selector at NORMAL, type the following example including the errors. Upon completion, use the correction procedures you have just read. Be sure to first make the corrections within the correction memory and then out of correction memory.

Distantly related to the opossum, the Koala bear is only 3/4 of an inch long at birth and weighs only 1/5 of an ounce. Usually only one Koala is born at a time, with the mother bearing young only every other year.

infant — The infznt will remain in its mother's pouch until it is ready to emerge at six months of age. It will then

cling — climg to its mother's back until it is a year old.

When fully grown, it will stand about two feet high and — tall

weigh — may wiegh as much as 33 pounds. At the age of four, the animal will have attained full sexual maturity and its life span may be as long as 20 years.

When the Koala is ready to strike out on it's won, it — its own will find its own eucalyptus tree, whose leaves are almost its only food. Only on rare occasions will it leave — take the tree, as when it seeks another tree to tkae up new residence.

The Koala is suited for climbing, as all four of its

clawed — sharpclawde feet are made for grasping. During the day the Koala sleeps, usually curled up inconspicuously in the crotch of a tree, and feeds only at nightime. — nighttime

At one time, the Koala, a native of Australia, was severely threatened with extinction. Now the Australian governemtn is taking drastic stesp to insure its survival.

steps

government

DISPLAY MESSAGES

The display will give you certain messages to guide you through your typing projects. As you proceed through the exercises in this manual, these messages will become second nature to you. At the back of the book, you will find a listing of all the display prompts offered to you on your KX-E508. These include the prompts for use as a basic typewriter, as well as the prompts given if you have installed the optional Disk Drive.

DISPLAY SYMBOLS

As you begin the exercises, you will see various symbols on the display. These symbols indicate certain functions and are listed here to help you understand what you are seeing.

You are not expected to memorize these symbols. As you proceed through this book, you will become familiar with them and understand how they relate to the various functions you are asking your KX-E508 to perform.

◀ *Indicator Arrow*

Manual Return

Beginning of Text

B *Bold Print was activated or deactivated*

◀ *Bold Print is in operation*

C *Centering*

D *Decimal Tabulation*

I *Insert Code (Stop Code)*

Index Command

Reverse Index Command

Half Space

Open/Close of Block Move, Copy and Delete

Paragraph Indent

Permanent Backspace

Soft Hyphen

Permanent Space

Tab Command

X *Underscore — Continuous (activated/deactivated)*

X *Underscore — Word by Word (activated/deactivated)*

$\overline{Y}$,$\overline{Z}$ *Margin Format*

◀ *Underscore is in operation*

◀ *Both Bold Print and Underscore are in operation*

T *Text Mode*

P *No Print Mode*

Incremental Space

$\overline{V}$ *Form Feed*

$\overline{R}$ *Mail Merge Variable*

$\overline{/}$ *Mail List Record Header*

MAKING CORRECTIONS ON THE DISPLAY

Using the CODE+Y format:

Move the MODE selector to DISP

This will activate the display as well as return the printer to the left margin automatically when at the end of the line.

As you type, the descending line counter will count down for each character key depression, letting you know how many remaining characters are available for entry on the current line.

Enter the following information including the errors. Do not RETURN at the end of the line.

```
Errors are corrected before tehy print on paper.
```

You should see:

orrected before tehy print on paper. ◀11

Depress BACKSPACE to position the error to the left of the indicator.

Depress CANCEL (⌧) to delete the incorrect character.

Enter the correct character

Depress the FORWARD key to move toward the next error or to the end of the line.

Depress RETURN to print the information you have typed.

If the error is at the beginning of the line, you may use the EXPR key instead of BACKSPACE. To reposition the printer at the end of the line, you may use RELOC instead of the FORWARD key.

DECIMAL TABULATION

The DEC TAB key is used in place of the TAB key when typing statistical formats. It instructs the typewriter to automatically align decimal points and eliminates the typist's need to space to the correct starting position in a column.

To align decimal points:

Depress the DEC TAB key

Your printer will move to the first TAB position.

Enter the numbers and decimal point

You will see the D *symbol to the left of your display and your numbers to the right.*

Depress DEC TAB again

Your first column will print and the printer will move to the next column position.

Enter the next number and decimal point

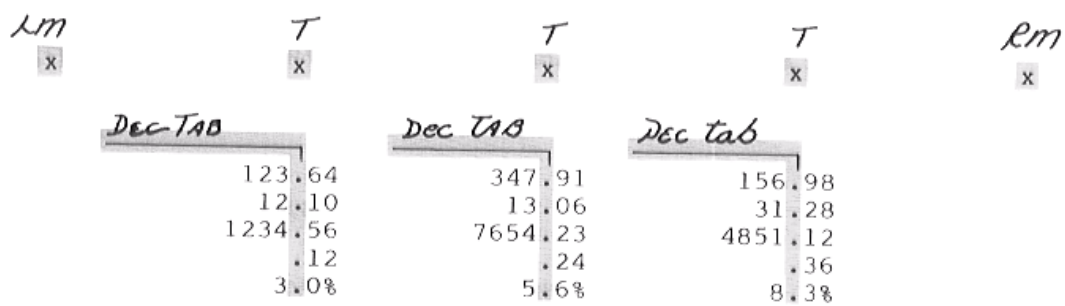
Depress DEC TAB

Repeat the last two steps until you have completed all of your columns.

Depress RETURN

Begin typing the second line of data

For practice, type the following using the CODE+Y format; ***set the MODE selector at DISP***



CENTERING

There are four ways to center information with the Panasonic KX-E508; between margins, over a point, between tab stops and aligned at the right margin.

If more than one special command is given on one line, the centering command must be entered first.

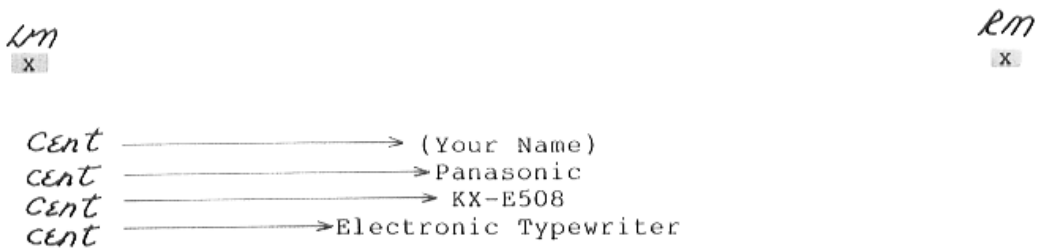
When the center key is depressed, your centering symbol (C) and characters will appear on the display.

Between Margins

Depress RETURN to position the printer at the left margin.

Depress CENT key and enter the information to be centered.

Depress CENT for each line requiring centering.

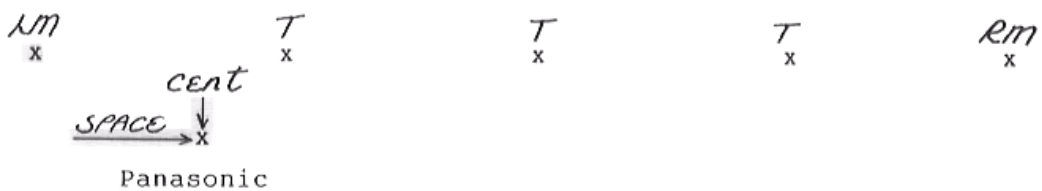


Over A Point

Depress SPACE BAR to move your printer to the desired position.

Depress CENT and enter the information to be centered.

Depress RETURN or TAB to print the information.



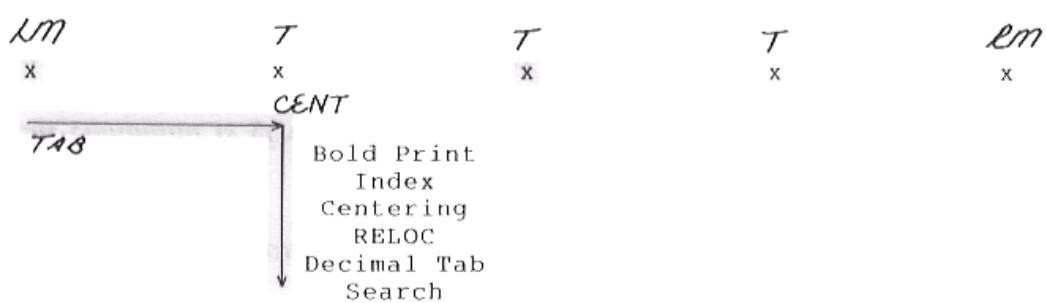
Between Tab Stops

TAB to the left tab position of the column you want to center between.

Depress CENT and enter the information.

Depress TAB or RETURN to print the information.

Repeat the same steps for each line requiring center commands.



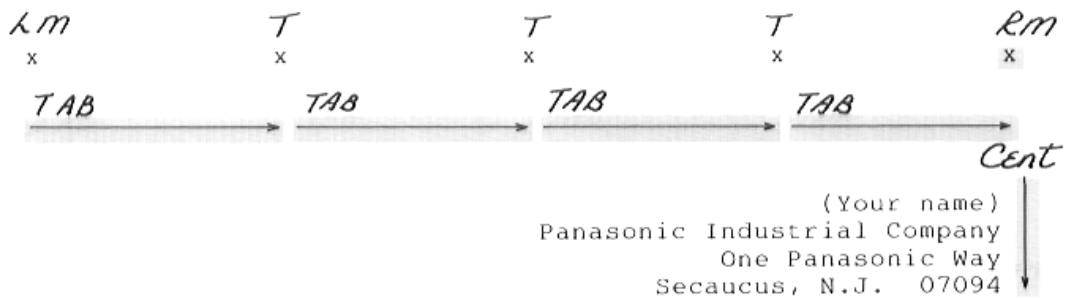
Aligned At the Right Margin

TAB to the right margin.

Depress CENT and enter the information to be aligned.

Depress RETURN to print the information.

Repeat the same steps for each line you want to align.



PARAGRAPH INDENT

The INDENT key provides the typist with the ability to set a temporary left margin and eliminates the need to TAB on every line of an indented paragraph.

To position the printer at the desired indented location.

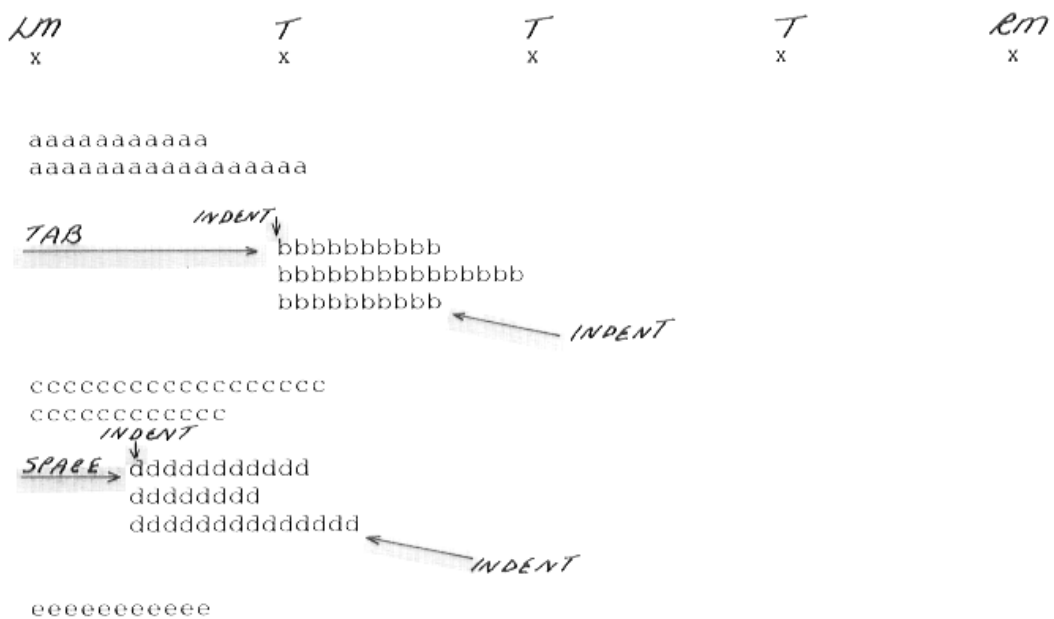
Depress TAB or SPACE BAR

This will instruct the KX-E508 where you want to set the temporary left margin.

Depress INDENT to set the temporary left margin.

The indent symbol (⊢) will appear in the left corner of your display. The indent command will remain on until you depress the INDENT key again.

Depress INDENT again to deactivate the command.



UNDERSCORING

To underscore words and spaces continuously:

Depress the XXX key and type.

All characters and spaces will be underscored until you deactivate the command. The cursor will show the underscore instruction (◀).

This is continuous underscore.

Depress the XXX key again to deactivate the command.

To underscore word by word only, eliminating the underscored spaces:

Depress the CODE+XXX keys

This is word by word underscore.

Depress the CODE+XXX keys again to deactivate this command.

The following exercise incorporates all of the Function key Operations you have just learned and gives you the opportunity to use them in a standard letter.

Set a new margin format to be used with the next exercise and store it in margin format Y.

Depress CODE+TAB CLEAR

Set the margins and tabs as indicated below:

Set the left margin at 11
Set the first tab at 26
Set the second tab at 39
Set the third tab at 49
Set the fourth tab at 59
Set the right margin at 66

Depress CODE+F

Depress Y

To begin the exercise on the next page, recall margin format CODE+Z and set your Mode selector at DISP.

Today's Date

15 Hunts Lane
Weston, CT 06883

right align centering

Mr. C. C. Charles
19 Treaty Road
Valley Forge, PA 08901

Dear Mr. Charles:

In response to your recent inquiry regarding our new line of customized designer wall coverings, I am enclosing the samples you had requested, for your approval. Outlined below is the quantity pricing for each of the patterns we discussed.

Center → DESIGNER LINE
Center → Custom Wall Coverings
& underscore

Center Buxtn. Tabs

Pattern	Retail	1-5	6-9	10 +
→ Recall Code + y	DecTAB	DecTAB	DecTAB	DecTAB
Wheat	36.70	29.90	25.40	21.20
Willow	38.40	31.55	26.80	22.60
Tulip	44.60	37.80	34.50	30.90
DISCOUNT	8.0%	7.5%	7.5%	8.0%

→ Recall Code + z

indent These prices are based upon the length and width of one (1) standard roll. Each of the patterns we discussed may be custom colored to meet your personal requirements.

If you have any questions regarding the quantities required, I would need exact room measurements for each of your offices.

I look forward to working with you in the near future and thank you for considering our product line.

Sincerely,

(Your name)
Professional Home Designs

CODED FUNCTIONS

CODE KEY

The CODE key is used in conjunction with other keys to perform various automated functions.

Some of these coded functions you have already used: CODE+A is for setting automatic paper insertion, CODE+Y and Z for recalling margin formats, CODE+RIGHT MGN to set a new bell position and CODE+XXX to underscore word by word.

The following exercises will teach you additional functions the CODE key offers.

BOLD PRINT

The KX-E508 allows you to instruct the printer to "highlight" certain words or characters for emphasis using a BOLD print function.

Depress CODE+B and enter the information to be highlighted.

Depress CODE+B again to deactivate the command.

Bold print **highlights** words for **emphasis.**

SOFT HYPHEN (CODE+HYPHEN)

By depressing CODE+HYPHEN you can hyphenate words that fall at the right margin. When using the DISP or JSTFY mode you may find that some words can be hyphenated to make your right margin less ragged.

By using CODE+HYPHEN in the "HOT ZONE" you will activate an auto return.

In the memory (which will be discussed later in this manual), the coded hyphen ***(called a soft hyphen)*** *will print at that same point every time you print your project. However, if you have changed your margin parameters (either by widening the format or narrowing it), the hyphen will not print unless it falls within the "hot zone".*

Using the CODE +Z format, type the following paragraph using the CODE+HYPHEN feature. Be sure your MODE selector is set at DISP.

Soft hyphens are entered in the hot zone to pre-
vent long words from causing extremely ragged mar-
gins on the right side of the page. However, re-
member to use the CODE key before you depress the
hyphen key. This tells the KX-E508 to return at
the next character typed.

PERMANENT SPACE

There may be times you do not want to separate characters or words. The KX-E508 allows you to set a permanent space between characters and will not separate them when printing with varied line lengths.

To enter this command:

Type the first word

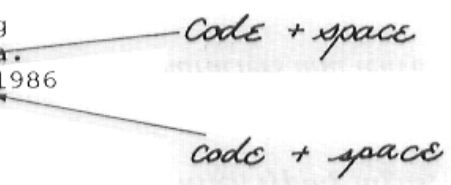
Depress CODE+SPACE BAR

Your display will show the first word followed by an overscored space

Type the second word

When your characters print, the KX-E508 will recognize the two words as one and not separate them. Type the following paragraph using the CODE+SPACE feature:

```
Permanent spaces prevent names or dates from being
separated.  In instances such as San Francisco, Ca.
or New York, N.Y. or dates such as September 30, 1986
you may instruct the KX-E508 to never separate
these characters or numbers onto different typing
lines.
```



INCREMENTAL SPACE

An incremental space allows you to move your carriage 1/6th of a space.

Depress CODE+HALF SPACE

If you were in justification or memory, your display would show three dots ··· for each incremental space typed.

CAPS LOCK

Normally, when you type information in capital letters, you would use the LOCK key to type alphabetic letters and release the LOCK key to type numbers. When the CAPS LOCK feature is activated, your alphabetic characters appear in capitals and numbers appear, instead of symbols. This will enhance the productivity and quality of any project.

The CAPS LOCK feature will be exceptionally useful to you when you are required to type information in capital letters, such as telexes or speeches, etc. that may also contain numbers.

*All of you have experienced typing a project and realized that you forgot to release the LOCK key when typing digits. !@# MAIN STREET or a zip code of ! **# is not appropriate.*

The CAPS LOCK feature will eliminate this problem. It locks in the capitals of your alphabetic characters and leaves the numbers accessible without shifting back to lower case.

Depress the CODE key and the LOCK key to activate the CAPS LOCK feature

Every letter that you type will be in CAPITALS and when you type a number, you will not receive the symbols.

Depress the CODE key and the LOCK key again to deactivate the CAPS LOCK feature

FORM FEED (Auto Eject)

To automatically eject your paper:

Depress CODE+V

PERMANENT BACKSPACE

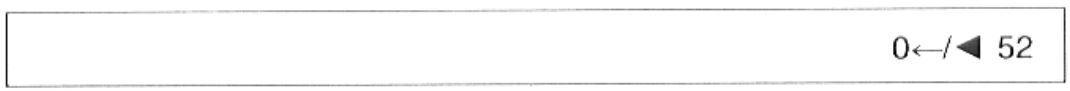
There may be times you will require overlapping of characters or numbers in a project. This is easily achieved on the KX-E508 using another coded function, CODE + U.

Type the first character or number

Depress CODE + U

Type the character or number you want to overlap the first entry

Your display will show:



Continue typing your project

When the line is printed, the two characters will overlap (ϕ).

MEMORY OVERVIEW

Your Panasonic KX-E508 also offers you another option called MEMORY. The memory is controlled by "chips" which are installed in the unit to allow you to perform some of the more sophisticated text editing functions you would find on high-priced word processing systems. These memory chips turn your KX-E508 electronic typewriter into a powerful "assistant" to help you perform tedious typing projects quickly and easily.

The first memory chip consists of 8K (approximately 8,192 characters) and additional memory chips may be added to increase the size of your internal memory up to 24K (24,576 characters). Each 8K is equal to approximately 4 pages of typed information.

*The internal memory, or working memory, may be divided into two different segments. The first is called "**Phrase Memory**", which is used to store frequently used phrases or paragraphs.*

*The second segment is called "**Text Memory**", which is used to store lengthy documents, letters, projects requiring editing, or projects requiring repetitive printing.*

As you proceed through this section of the manual, you will learn how to perform all of the functions your KX-E508 has to offer. We are confident that you will find these text editing features easy to use and exceptionally helpful in your daily typing requirements.

If your texts reach the maximum storage capability (8,000 up to 24,000 characters depending upon the configuration of your equipment), your display will indicate:

MEMORY FULL!

At this time, you would be required to delete portions of the memory that are no longer needed to continue with your current project. All of this will be covered in Deletion of Memory Contents later in this manual.

PHRASE MEMORY

The KX-E508 will allow you to store up to 100 separate phrases, the length of each phrase being limited only by the total available memory of your KX-E508. However, the 100 phrase storage locations (called memory blocks) should be used for storing short blocks of data such as dates, names and addresses, standard paragraphs, signature blocks, etc.

For example, if you were sending a multi-document mailing to six different people, each person would receive a letter, an invoice, a questionnaire and an envelope. Rather than type the six names and addresses on each of the four items, you would store the names and addresses in six different memory blocks and print them out on each of the four documents.

Another example of Phrase Memory is the use of standard paragraphs. Many times you will begin or end a letter or document with a standard paragraph. Rather than typing that phrase each time it is required, you can store it in phrase memory and recall it when it is needed.

Phrases are stored without regard to margin formats. It is not possible to store margin formats Y or Z in Phrase Memory. The Phrase will print as you type it adhering to the margins on the current line. When they are recalled, they will conform to the margin format set at that time. When they are inserted into text memory they will print within the margin settings of that document.

The commands that can be stored in Phrase Memoty differ from those that can be stored in Text Memory. Below is a list of commands that can and cannot be stored in Phrase Memory.

Phrase Memory will accept:

Center
Bold
Underscore
Index
Reverse Index

Phrase Memory will not accept:

Insert Codes
Tab
Dec Tab
Y, Z Margin Formats

Finally, Phrase Memory cannot be stored to disk; therefore, it is suggested that longer documents be stored in Text Memory which will be discussed in the next section.

As you go through each section, READ the instructions before you start the exercises. Then, read them again as you type each example.

To insure that your exercises will agree with those shown in the book, please change margin format Y to it's original margin and tab settings.

Set your mode selector to JSTFY and line spacing at 1.

Depress CODE+TAB CLEAR

Set the margins and tabs shown below:

Set the left margin at 15
Set the tabs at 30, 45 and 60
Set the right margin at 74.

Depress CODE+F

Depress Y

TO STORE INFORMATION INTO PHRASE MEMORY

The 100 phrase storage locations are 0–99. If you are entering a number with two digits (10 thru 99), you must hold down the Code key until both numbers have been entered. It is important to note that only when you manually return at the end of the line will your display show you a RETURN symbol. This indicates that you have entered a RETURN command and that your phrase will always return at that point when printing. You will not see a return symbol in the display when the KX-E508 automatically returns at the end of a line.

To Open Phrase Memory

Depress CODE+0–99 (your choice)

Enter the information to be stored

To Close Phrase Memory

Depress CODE 0–99 (whichever applies)

Store the following line in Phrase Memory using CODE+1.

Our collection includes such interesting models as: ↵

Depress CODE+1 to close the memory block.

In a second memory block, store the following paragraph using CODE+2.

```
The Bennett, possibly the least expensive fully keyed
typewriter ever produced, sold for $18.  It could fit into
a pocket and was manufactured in 1907 as "The Junior"..<.!
```

In a third memory block, store the following paragraph using CODE+3.

```
The Blickersderfer Electric was introduced about 1902 and
is the first known single-element typewriter.  Though
short-lived, this machine anticipated the future of
typewriters by nearly 60 years..<.!
```

In a fourth memory block, store the following paragraph using CODE+8.

```
The Lambect Typewriter, dating from 1896, was a novel
machine that had no keys.  The entire top assembly pivoted
upon the depression of a button, to swivel the desired
character over the top of the paper below..<.!
```

In a fifth memory block, store the last paragraph using CODE+12.

```
The Perfected Type Wciter No. 2 appeared in 1887 and was a
Remington Standard.  It was the first typewriter to use a
Shift Key for capital letters..<.!
```

In a sixth memory block, store today's date using CODE+99.

```
(Today's Date).<.!
```

TO PRINT A PHRASE MEMORY

Depress CODE+0–99 (whichever applies)

The display will show the beginning of the phrase.

Depress PRINT

The paragraph you stored in that phrase memory block will print using the margin format that is on the current line.

TO LINK PHRASES WHEN PRINTING

The KX-E508 is designed to link phrases (print them in succession) that have been stored in separate memory blocks, allowing automatic printing. For example:

Depress CODE+1

Depress PRINT

The first text you entered into memory will begin printing. You do not need to wait until the phrase is entirely printed to enter the next required phrase.

Depress CODE+3

Depress PRINT

Depress CODE+2

Depress PRINT

Your phrases will print in the order you entered them without stopping in between.

Remember, whatever margin format you have on the current line will be recognized in PRINT. If your MODE selector is at NORMAL or DISP, your phrases will print with a ragged right margin. If you set your MODE selector at JSTFY, your phrases will print with right margin justification.

This example asks you to print your phrases out of sequence (CODE+3, 12, 8, 2). Print them as outlined and set your MODE selector to JSTFY.

```
The Blickersderfer Electric was introduced about 1902 and
is the first known single-element typewriter.  Though
short-lived,  this machine anticipated the future of
typewriters by nearly 60 years.

The Perfected Type Writer No. 2 appeared in 1887 and was a
Remington Standard.  It was the first typewriter to use a
Shift Key for capital letters.

The Lambert Typewriter, dating from 1896, was a novel
machine that had no keys.  The entire top assembly pivoted
upon the depression of a button, to swivel the desired
character over the top of the paper below.

The Bennett, possibly the least expensive fully keyed
typewriter ever produced, sold for $18.  It could fit into
a pocket and was manufactured in 1907 as "The Junior".
```

Read the following instructions on the next few pages before beginning the exercises.

TO MODIFY A PHRASE

To make corrections to information stored in memory:

Depress CODE+0–99 (whichever is applicable)

Your display will show the first characters of the phrase

Using the FORWARD key, scroll (hold down the key) to the error.

Make your corrections as you have in the past, using the CANCEL (⌫) key.

After your corrections have been made,

Depress CODE+0–99 (whichever is applicable) to close your modified phrase.

If your error had been toward the end of the phrase, you would depress RELOC to position yourself at the end of the phrase. You may now use BACKSPACE to position yourself at the error.

NOTE: *To move back to the beginning of the phrase, depress EXPR.*

TO SCROLL THROUGH PHRASE MEMORY

There are several ways to scroll or search for an error within a phrase for additions, deletions or corrections.

CODE+FORWARD

Using CODE+FORWARD allows you to scroll rapidly through a phrase by word instead of by character.

CODE+BACKSPACE

Using CODE+BACKSPACE allows you to scroll backwards through a phrase by word instead of by character.

CODE+CANCEL (⌫)

Using CODE+CANCEL allows you to delete a word at a time instead of by character.

Make the following modifications to the phrases in memory using the modification procedures you have just completed.

Code # 3

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

in the market

Code # 8

The Lambert Typewriter, dating from 1896, was a novel machine that had no keys. The entire top assembly pivoted upon the depression of a button, to swivel the desired character over the top of the paper below.

literally

letter

Code +12

which was marketed as

The Perfected Type Writer No. 2 appeared in 1887 ~~and was a~~ a Remington Standard. It was the first typewriter to use a Shift Key for capital letters.

No. 2

Code +2

The Bennett, possibly the least expensive fully keyed typewriter ever produced, sold for $18. It could fit into a pocket and was manufactured in 1907 ~~as~~ "The Junior".

and called

Now that you have made the modifications, ***set your MODE selector to JSTFY and print them for practice.***

TO CLEAR PHRASE MEMORY

Depress CODE 0–99

Depress EXPR to move to the beginning of the phrase

Depress CANCEL (⌧)

Display will ask:

CLEAR THIS PHRASE?

Depress Y (Yes)

The phrase has been cleared

If you do not want to clear the phrase:

Depress N (No)

TEXT MEMORY

When a text memory is created, 207 characters are subtracted from the internal memory. The Text Memory allows you to enter documents which would require revisions, repetitive print-out, insertion of variable information or width changes.

With text memory, you may store documents that are either short or lengthy. Once you begin using the Text Memory, you will find yourself using it all the time because of its ease of operation and the perfect finished appearance of your projects.

You will notice that when the TEXT key is depressed, the display on your KX-E508 will ask:

TEXT IN, OUT, LIST?

You should depress "I" for IN, "O" for OUT or "L" for LIST.

Depress "I" for IN when:

- *creating the initial text*
- *continuing (adding) to the end of a text*

Depress "O" for OUT when:

- *recalling a text for modification*
- *recalling a text to print it*
- *listing the texts in memory on the display*
- *deleting a text from memory*
- *renaming a text*

Depress "L" for LIST when:

- *requesting a printed list of texts in memory*

MARGIN FORMATS IN THE TEXT MEMORY

Before we begin entering information into the Text Memory, it is very important that you understand how margins and tabs are stored in a document.

Unlike most other electronic typewriters, Panasonic has realized the need to make changes to margin settings and tab stops while storing documents.

When you first create a text, the KX-E508 automatically assigns the margins and tabs you have set on the writing line ***and*** *the margin formats you stored in CODE+Y and Z to the document. Therefore, set the margins and tabs required and store in Format memory Y or Z before entering Text memory.*

You may recall CODE+Y and CODE+Z at any time to change the margin parameters.

You should remember from the exercises performed in the Basic Instructions section of this manual, that you recall these formats simply by depressing CODE+Y or Z. The same applies when changing the format while inside a text. Your display will show an overscored $\overline{Y}$ *or* $\overline{Z}$***, dependent upon your selection.***

As you proceed through the manual, you will also learn how to change margin formats after a text has been stored, when the new format you need was not stored in CODE+Y or Z.

For now, let's begin understanding how to store a text in memory.

ENTERING A TEXT INTO MEMORY

To begin entering a document into Text Memory

Depress TEXT

Your display will ask:

Because you are entering a document into the text memory.

Depress I

Your display will ask:

The text name may be any name you choose as long as it does not exceed ten (10) characters.

Name your text

Depress RETURN

Your display will show **T** *for Text Memory in the left corner of the display and the number of characters on the writing line in the right corner of the display.*

Begin typing your document

When you have completed entering the text

Depress TEXT again to exit the Text Memory.

Type the following paragraph into text memory.
Use the CODE+Y margin format, set your MODE selector at DISP and name the text INVITATION.

Panasonic Industrial Company is pleased to extend our
invitation for a private showing of our Antique Typewriter
Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains
an antique typewriter collection in its Executive Offices
in New Jersey. We would like to invite the members of
your secretarial institute to view this collection and
learn more about the evolution of the typewriter.

Remember to end your text by depressing the TEXT key.

CONTINUING A TEXT

If you are interrupted in the middle of entering a text, simply end the document and continue it at a later time. This allows you to have a printed "hard" copy of the text before you begin your modifications.

To continue entering a text,

Depress TEXT

Your display will ask:

```
TEXT IN, OUT, LIST?
```

Depress I

Your display will ask for the TEXT NAME

Enter the text name (INVITATION)

Depress RETURN

Your display will show:

```
MACHINE IS BUSY
```

for a moment and then change to:

```
CONTINUE TEXT
```

This instructs the KX-E508 to allow you to continue the INVITATION text and positions you at the end of the text.

You cannot scroll backwards through the text at this point. You may only continue where you left off.

At this position you would begin to enter the balance of your text.

Enter the following three paragraphs at the end of the text.

```
We are extremely proud of the contributions made by world
wide manufacturers of typewriters to this industry.
Panasonic Industrial Company's interest in the typewriter
spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts
to share with all of those who are involved in the business
environment, those great advancements made in the past
and those to come in the future.

We sincerely hope that you will take advantage of the
opportunity to view our collection and to learn more
about the products we have all become so reliant upon.
```

End your text

PRINTING A TEXT

You have entered your document into memory and now want to print it.

Depress TEXT

Your display will ask:

TEXT IN, OUT, LIST?

Depress O

Your display asks for the text you want to print

Enter the text name

Depress RETURN

Your display will show the text name followed by a symbol (· ¦ ·) indicating you are at the beginning of your text.

Depress PRINT

Your KX-E508 will begin to print the document and your display will show:

PRINTING

If you want to print more than one original, when your text has stopped printing:

Insert new paper

Depress PRINT

Although the end of the text is displayed, the KX-E508 will begin printing your second copy from the beginning of the memory, allowing you to create multiple originals.

Print the text INVITATION with your MODE selector at JSTFY

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an antique typewriter collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to view this collection and learn more about the evolution of the typewriter.

We are extremely proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to view our collection and to learn more about the products we have all become so reliant upon.

NOTE: *The text will not print if an Indent, Bold or Underscore command has not been turned off. The cursor will move to the end of the text and the uncompleted command will be shown in the left corner of the display.*

TO STOP PRINTING

There may be times you will want to stop printing in the middle of a document or phrase. Your KX-E508 allows you to do this very simply.

As your text is printing

Depress CODE+H (halt)

The printer will stop and your display will show:

CONTINUE?

If you want to continue printing the text

Depress Y

Your KX-E508 will resume printing from the point on the line where it stopped.

If you want to stop printing the text

Depress N or any other key

Your display will clear and the printer moves to the left margin.

If you want to reprint from the beginning of the text, do not answer Yes or No.

Depress EXPR

Your display will show the name of the text and the beginning of text symbol ([).

Depress PRINT

Your KX-E508 will begin printing from the beginning of the text.

CHANGING LINE WIDTHS WHEN PRINTING

By now you understand that if your MODE selector is set at DISP, your printed copy will have a ragged right margin.
If your MODE selector is at JSTFY, your printed copy will have a justified right margin.

In both of these instances, your right margin is based upon the number of characters available in the margin format.

With your KX-E508, you have the flexibility of changing line widths, dependent upon your paper size requirements or the layout of the text.

Read the following instructions, then change the line width of your text named INVITATION.

To change your line widths when printing:

Depress TEXT

Your display will ask:

TEXT, IN, OUT, LIST?

Depress the letter O

Enter the name of the text

Depress RETURN

When your display indicates that you are at the beginning of the text (| :),

Depress CODE+G

Your display will show the number of characters on the writing line when the document was entered into memory.

Depress CANCEL (◁|) twice to delete the present line length

Enter your required line length *(maximum number of characters you can print on one line is 172).*

Depress RETURN

Your display will show the text name and the symbol (↵).

Depress PRINT

Your text will print with the new line length you entered.

When you entered the text INVITATION, you were using the CODE+Y margin format, which is a 59 character writing line.

Recall this text and PRINT with a new line length of 65.

End your text

TEXT LINKING

You may have entered several texts separately and need to print them as one document.

Rather than recalling each text and printing it separately, your KX-E508 saves you time by allowing you to enter all the text names at one time and print them without stopping in between as one text.

To do the next exercise you must first enter the following paragraphs into memory under separate text names. Set your MODE selector at JSTFY and use CODE+Y format.

Name the first text "IMPROVE"

The Seller is to pay all assessments for public improvements completed or under construction at the date of this agreement. Conveyance is to be made subject to easements, restrictions of record, zoning ordinances if any, which Seller represents have not been violated and do not render the property unmarketable. The Seller hereby agrees to allow Hayes Realtors Inc. to display a sold sign on the subject property before closing.

Name the second text "PERMIT"

The parties to the agreement do hereby grant Hayes Realtors Inc., permission and authority to make known the names, sales price, terms and financing used by the parties hereto in the ordinary course of business.

Name the third text "RISK"

The Seller assumes the risk of loss or damage to the subject premises by fire or otherwise until closing. In case the premises shall suffer injury beyond ordinary wear and tear, the Seller shall repair the damages before the date set for closing of title or make an appropriate deduction from the purchase price. In case the cost of replacement damages is in excess of 25% of the purchase price, the Purchaser shall have the option to receive back the deposit and void the agreement.

A maximum of eight (8) texts may be linked together at one time.

You will not receive the first prompt if your machine has not been expanded to 16K or more of memory. Simply follow the instructions from the second display prompt.

Insert paper by automatic paper insertion
Depress CODE+PRINT

Your display will say:

```
MAIL MERGE Y/N?
```

Depress N

Your display will say:

```
TEXT NAME=
```

Enter the first text to be printed

Depress the SLASH (/) KEY

Your display will again ask:

```
TEXT NAME=
```

Enter the second text to be printed
Depress the SLASH (/) KEY
Continue entering each text name to be printed separated by a slash
Do not enter a slash after the last text name.
Depress RETURN

Your display will say:

PRINT N = 1

Depress CANCEL (⌧) if you want to print the text more than once.
Enter the number of times you want the text to print
(If it is to be printed only once, do not enter anything and proceed with the next step.)

Depress RELOC

To bypass additional prompts that will be covered later in this manual.

The text will begin to print.

Link the texts you entered into memory and print them in the following sequence:
PERMIT/RISK/IMPROVE

TYPING DIRECTLY INTO MEMORY WITHOUT PRINTING

When typing directly into memory without print, you are actually creating a text, entering nothing in it and closing. Recalling the same text out of memory and typing your document.

Both margin formats are assigned to the text when it is opened, so be sure to set the margins and tabs required before you open the text. It is much easier to type directly into memory when you know exactly where the margins and tabs are.

When typing your text, insert manual carriage return where you normally would (i.e., between paragraphs, after each address line, etc .). Don't be concerned about depressing carriage return when typing a paragraph. The text will automatically return when it is printed out.

To Type Directly into Text Memory

Depress TEXT
Depress "I" (In)
Name the text
Depress RETURN
Depress TEXT – Closing the memory

Depress TEXT
Depress "O" (Out)
Type the same text name
Type your document.

Open a text memory and name it ADDRESS.

Close the memory

Recall the text ADDRESS out of memory

Type your own address directly into memory.

Be sure to carriage return after each line.

NOTE: *When typing directly into phrase memory, the procedure of calling the memory twice is the same with one exception: When the phrase memory is opened, a character (i.e., space or return) must be entered into memory before closing. Then recall the phrase memory and type the text.*

MODIFICATION

Making revisions in the Text Memory is as simple as making them in the Phrase Memory. Because your documents will be longer in the Text Memory, there are additional features your KX-E508 offers you that will simplify your projects even more. These features may also be performed in the phrase memory.

In this section, you will learn:

- *Direct Search To a Particular Point*
- *Sequential Search*
- *Global Search and Replace*
- *Printing from a Particular Point*
- *Block Move, Copy and Delete*
- *Copying Between Documents*
- *Inserting a Phrase Into Text Memory*

All of these features are important and will help you in making revisions quickly. ***Do these exercises*** *to understand how they operate.*

All modifications made in these exercises are made to the text INVITATION.

RECALLING A TEXT FOR MODIFICATION

To recall a text for modification,

Depress TEXT

Your display will ask:

TEXT IN, OUT, LIST?

Depress O

Your display will ask for TEXT NAME

Enter the text name

Depress RETURN

Your display will show the text name and the beginning of text symbol (⋮).

You are now ready for modification.

Scrolling FORWARD or Searching will take you into the body of the text.

End your text

Follow these operational steps and make the corrections to the next exercise.

AUTOMATIC HYPHENATION SCAN

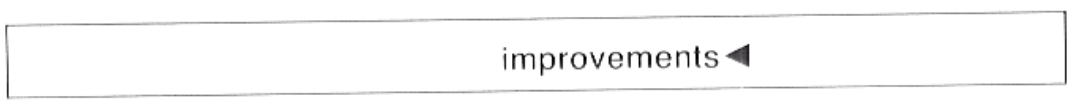
A hyphenation scan can only be performed in the JSTFY mode. A hyphenation scan insures the proper appearance of your justified text by locating each word that can be brought to the previous line with a soft hyphenation request. You must make the decision where to divide the words. The soft hyphen (Code + −) will only print in the hot zone which is between the bell and the right margin.
Therefore, if you change the width of your margins and the hyphenated word no longer falls at the end of the line, the soft hyphen will not print.

Be sure your mode selector is at JSTFY

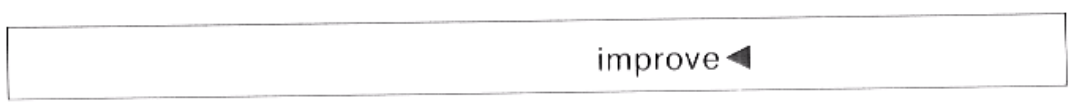
Recall your text

Depress CODE+J

The first hyphenation request will appear to the left of the indicator arrow.



Backspace to the correct position for the hyphen



Depress CODE+HYPHEN (–)

Depress CODE+J to locate each hyphenation request

If the word cannot be hyphenated (i.e., proper name), simply skip the word by depressing CODE+J to advance to the next hyphen request.

When the hyphenation scan is completed, you will see the end of the document.

Recall the text IMPROVE

Be sure your mode selector is at JSTFY

Depress CODE+J and scan the text

Only one hyphen will be requested.

To appreciate the value of a hyphenation scan, change the width of the text IMPROVE (Code+G) to 35 and depress RETURN. Scan the text and hyphenate where necessary.

Depress EXPR to position yourself at the beginning of the text.

Print the text named IMPROVE with a line width of 35.

```
The Seller is to pay all assess-
ments for public improvements com-
pleted or under construction at the
date of this agreement. Conveyance
is to be made subject to easements,
restrictions of record, zoning
ordinances if any, which Seller
represents have not been violated
and do not render the property
unmarketable. The Seller hereby
agrees to allow Hayes Realtors Inc.
to display a sold sign on the sub-
ject property before closing.
```

035

DIRECT SEARCH

The KX-E508 gives you the ability to search to a specific point within the text. You can search for a maximum of 30 characters at one time. Any word, symbol, or string of characters that appears within the text can be searched for. This includes bold, underscore, center, dec tab commands, etc. To locate a word it must be typed exactly the way it appears in the text. If it was typed in caps, initial caps or lower case, it must be entered exactly that way. If the word was spelled wrong, you must spell it wrong to find it. When you are searching for a word typed in bold or underscore, it isn't necessary to type the search word with those commands.

The KX-E508 searches from the point you begin the search to the end of the text. Therefore, it is best to direct search from the beginning of the text.

Recall your text

Depress CODE+S

Your display will ask:

SEARCH-WD =

Type the word, symbol or string of characters you are searching for.

Depress RETURN

Your display will show the last character you entered in the SEARCH command to the left of the indicator arrow.

Make your additions or corrections

If the word is not found, your display will show:

NOT LOCATED!

Recall the text INVITATION. Direct Search to advance to each change shown below. After you have completed the corrections, EXPR to the beginning of the text. Position the mode selector arrow to JSTFY and print the text with a justified margin.

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to view this collection and learn more about the evolution of the typewriter.

We are ~~extremely~~ proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, those great advancements made in the past and those to come in the future.

Information regarding

We sincerely hope that you will take advantage of the opportunity to view our collection and to learn more about the products we have all become so reliant upon.

End your text

SEQUENTIAL SEARCH

If you have the same word or words appearing within a document and require that only in selected instances these words be changed, you may do a sequential search.

CODE+INDEX (↓) allows you to advance to each occurrence of a word or symbol without entering the search command and retyping.

Recall your text

When your display indicates beginning of text.

Depress CODE + S

Enter the word(s) you are searching for

Depress RETURN

The first location of the word(s) appears in your display. If you want to change it, do so.

Depress CODE + INDEX (↓)

The second location of the word within the text will appear on your display

Continue depressing CODE + INDEX (↓) for all the remaining locations of the search word

Your KX-E508 is sequentially searching for each position of the word you have entered in your SEARCH command.
It allows you to decide where and when you want to modify them.

If you have passed the word location you are looking for and want to go backwards through the text.

Depress CODE + REVERSE INDEX (↑)

Recall the text INVITATION. Do a sequential search to locate each occurrence of the word "view". Use CODE+CANCEL (⌫) to delete the word "view". Depress the SPACE BAR once and type the word "see".

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to view this collection and learn more about the evolution of the typewriter.

SEE

We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to view our collection and to learn more about the products we have all become so reliant upon.

SEE

Depress EXPR to move to the beginning of the document

GLOBAL SEARCH AND REPLACE

There may be times when certain words (such as titles or names) are found consistently in a document and need to be changed. Rather than having to modify each one separately, the KX-E508 will do a global search (through the entire document at one time) and replace the words in every instance.

To activate the Global Search and Replace command:

Recall your text

When your display indicates beginning of the text.

Depress CODE+C

Your display will ask:

SEARCH-WD=

Enter the word or words you want to replace

Depress RETURN

Your display will ask:

CHANGE-WD=

Enter the word or words you want to insert

Depress RETURN

Your display will show the last position in the text where your change has been made. Changes will be made throughout the entire text.

Recall the text INVITATION. Use Global Search and Replace to automatically exchange the name Panasonic Industrial Company with the name Panasonic.

After the exchange is complete, EXPR to the beginning of the text and PRINT.

Today's Date

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to see this collection and learn more about the evolution of the typewriter.

We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to see our collection and to learn more about the products we have all become so reliant upon.

PRINTING FROM A PARTICULAR POINT

The KX-E508 allows you to print from any point within your document. This gives you the freedom to print one page or just a small portion of the text. However, you cannot print from within an indent, bold or underscore command. Therefore, if your entire text is in bold print and you'd like to print one page, insert two bold commands before the desired print position. Position the second bold command behind the indicator arrow and print.

If the text to be printed is centered, tabbed or indexed, be sure to position the command behind the indicator arrow so the text will print in the proper format.

Recall your text

Depress CODE+S

Your display will ask:

SEARCH-WD=

Enter the word(s) you are searching for (maximum 30 characters)

Depress RETURN

Your display will show the characters you entered immediately in front of the indicator arrow.

BACKSPACE until the first character to be printed is behind the indicator arrow.

Depress PRINT

Recall the text INVITATION

Direct Search to the paragraph beginning with "In the Panasonic."

BACKSPACE until the "I" in "In" is behind the indicator arrow

Depress the PRINT key and print the last paragraph.

INSERTING A PHRASE INTO TEXT MEMORY

Your KX-E508 allows you to recall phrases stored in the Phrase Memory and insert them into Text memory.

Follow these steps for the next exercise

Depress CODE+S

Your display will ask:

SEARCH-WD=

Enter the word or words which will position you at the location where you want to insert the phrase

Depress RETURN

Be sure the text which is to appear after the phrase is located behind the indicator arrow.

Depress CODE+0–99 (whichever is applicable)

Your display will ask:

COPY THIS PHRASE?

Depress Y

The last characters of the copied phrase will appear to the left of the indicator arrow.

If you have accidentally chosen an incorrect phrase number, when your display asks COPY THIS PHRASE?

Depress N

Recall the text INVITATION

Insert the phrases as shown below:

After the phrases have been inserted into the document, EXPR to the beginning of the text and print with a justified right margin.

Code+99 →

Today's Date

Panasonic is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to see this collection and learn more about the evolution of the typewriter.

Code+1 →

Our collection includes such interesting models as:

Code+3 →

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter in the market. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

Code+12 →

The Perfected Type Writer No. 2 appeared in 1887 which was marketed as a Remington Standard No. 2. It was the first typewriter to use a Shift Key for capital letters.

We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to see our collection and to learn more about the products we have all become so reliant upon.

BLOCK MOVE, COPY AND DELETE WITHIN A TEXT

When the need to move, copy or delete a sentence, paragraph or paragraphs arises, the KX-E508 can do it simply and automatically.

The text to be moved, copied or deleted must first be marked.

To Mark a Block of information:

Recall your text

SEARCH or scroll to the beginning of the block

Position the first character behind the indicator arrow

Depress CODE+M

Your display will show a rectangle (▯), which marks the beginning of a move, copy or delete command.

SEARCH or scroll to the end of the block

Position the last character to the immediate left of the indicator arrow. Be sure to include the return symbols if you are moving a paragraph.

Depress CODE+M

A second rectangle will appear on your display (▯) marking the end of a move, copy or delete command.

Move to the desired location to copy or move.

Depress CODE+M a third time, your display will ask:

MOVE/COPY/DELETE?

TO MOVE:

Depress M

The marked text will be physically moved to the new location.

TO COPY:

Depress C

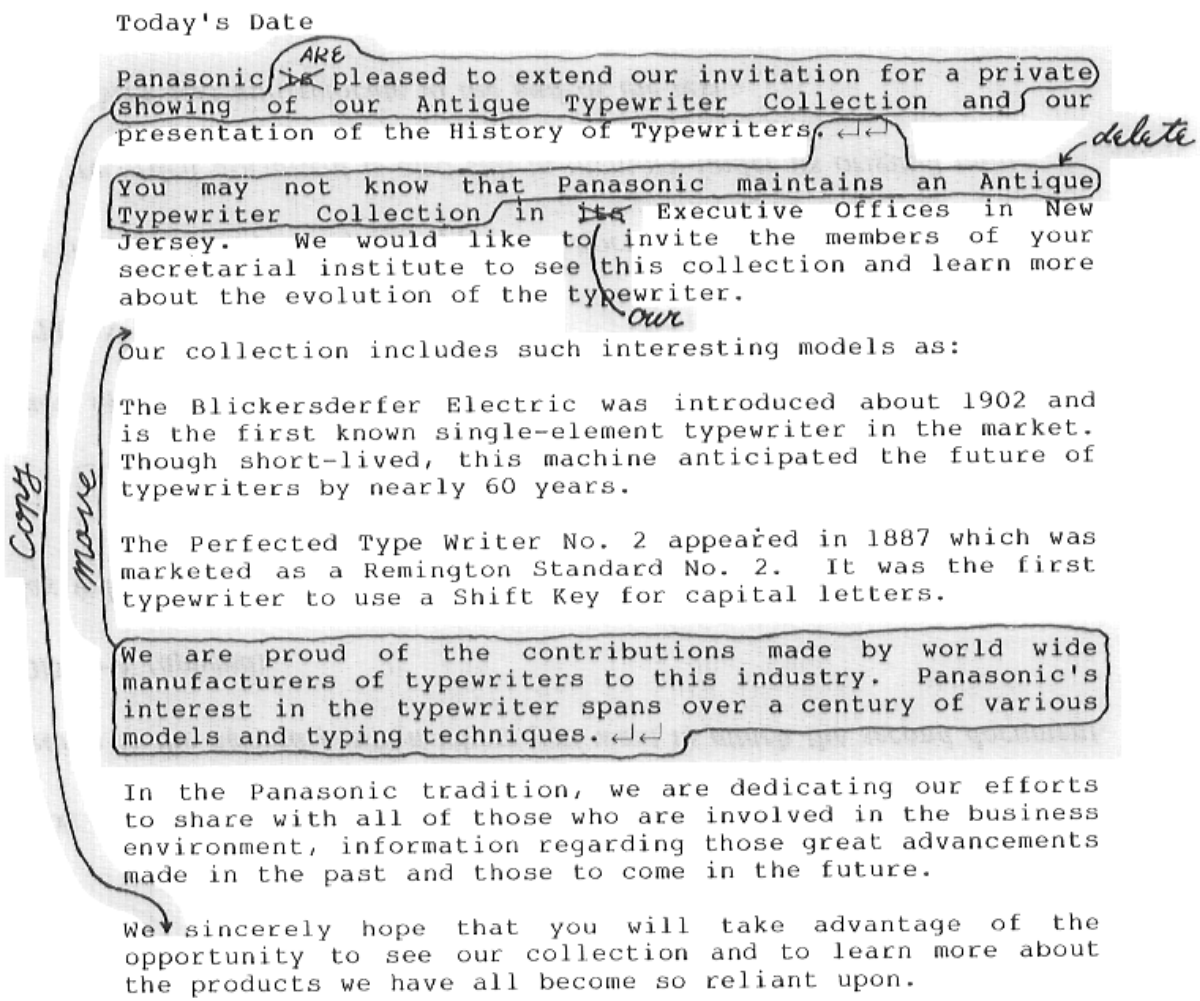
The marked text will be copied and appear both in the original and new location.

TO DELETE:

Depress D

The marked text will be deleted.

To become familiar with Block Move, Copy and Delete, recall the text INVITATION. Mark the highlighted text and perform each operation as shown below. Make the necessary changes after each operation has been completed. Then EXPR to the beginning of the revised text and print with a justified right margin.



Today's Date

Panasonic ~~is~~ ARE pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters. ↵↵

delete

You may not know that Panasonic maintains an Antique Typewriter Collection in ~~its~~ Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to see this collection and learn more about the evolution of the typewriter.

our

Our collection includes such interesting models as:

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter in the market. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

The Perfected Type Writer No. 2 appeared in 1887 which was marketed as a Remington Standard No. 2. It was the first typewriter to use a Shift Key for capital letters.

We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic's interest in the typewriter spans over a century of various models and typing techniques. ↵↵

Copy

Move

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to see our collection and to learn more about the products we have all become so reliant upon.

APPENDING A DOCUMENT

Appending a document may sound terribly intimidating. Actually, the word "append" simply means "to add to" or "to attach to." Your KX-E508, allows you to add a document into another text or phrase memory. You must be in an existing phrase or text memory (Edit mode – Text Out) to append a document. There is no need to mark the text, when appending the entire document.

To Append:

Recall the text or phrase memory you want to attach another document to.

Scroll or Search to the desired position where you want to attach the second document.

Depress CODE+A (append)

Your display will say:

TEXT NAME=

Type the name of the text you want to attach.

Depress RETURN

You will see the last characters of the appended document on your display.

Your original recorded document is also still in memory under its original name.

Recall the PERMIT text and relocate to the end of the text.

Append (attach) the IMPROVE text to the PERMIT text by following the instructions outlined above.

End the text and PRINT the document PERMIT when you have completed the exercise.

APPENDING A BLOCK OF INFORMATION BETWEEN TEXT OR INTO PHRASE MEMORY

You have just learned how to append an entire text. To append a portion of the text into another document or phrase, it must be marked. If a portion of the text isn't marked, the entire document will be added. The marks are not removed after an append command. They are only removed when CODE+M is depressed a third time. Therefore, the marked portion of text can be appended or added several times.

Remember, you can only append into an existing phrase or text memory, you cannot append into one that you are creating.

Recall the text you want to attach to another document or phrase

Scroll or search to the beginning of the block to be appended

Depress CODE+M to mark

Scroll or search to the end of the block to be appended

Depress CODE+M to mark

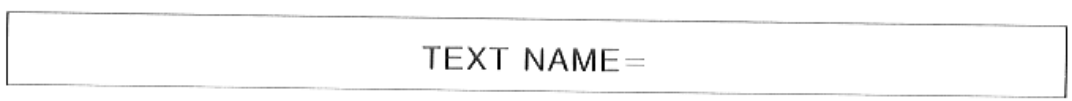
Close the text

Recall the text or phrase memory the marked text is to be added to

Move to the desired insertion point

Depress CODE+A

Your display will show:



Type the text name containing the marked block

Depress RETURN

The marked portion of text is copied. You will see the last characters of the marked text on your display.

CHANGING MARGIN FORMATS WITHIN RECORDED DOCUMENTS

Until now you have only been able to change margin formats within a text if the second format was stored in format memory Y or Z when the text was created. Now you have the ability to replace the original margin formats Y and Z with a newly created one. Once a margin format is replaced, the original cannot be recalled.

Create a new format and store in Y or Z

Recall your text

If necessary, advance to the position where the new margin format is to begin

Depress CODE+F

The display will show:

MARGIN FORMAT Y,Z?

Enter the new margin format you just stored (Y or Z)

Depress CODE+Y or Z again (whichever applies)

NOTE: *You need only use CODE+F once to replace the old margin format. Simply use CODE+Y or Z to recall the new margin format from this point on.*
It is important to remember that in order for the system to recognize this new format command, you must BACKSPACE the $\overline{Y}$ or $\overline{Z}$ symbol under the indicator arrow.

Create a margin format as follows and store in format memory Z.

LM	*RM*
20	*65*

Change the margin format in the text "Permit" to the new Margin Format "Z" and print the text.

The parties to the agreement do hereby grant Hayes Realtors Inc., permission and authority to make known the names, sales price, terms and financing used by the parties hereto in the ordinary course of business.

The Seller is to pay all assessments for public improvements completed or under construction at the date of this agreement. Conveyance is to be made subject to easements, restrictions of record, zoning ordinances if any, which Seller represents have not been violated and do not render the property unmarketable. The Seller hereby agrees to allow Hayes Realtors Inc. to display a sold sign on the subject property before closing.

PAGE END

The Page End command instructs the KX-E508 to stop printing after the same number of lines on each page. The KX-E508 will record a Page End when typing text in or out of memory or when printing a stored document.

The KX-E508 is pre-programmed at 60 lines per page. To set a new page end to meet your application requirements, follow the operational steps below:

TO SET PAGE END

Insert your paper using the automatic paper insertion

Depress CODE+D

Your display will show:

PAGE END Y/N/S?

Depress S for Set

Your display will show:

PAGE END = 60

***Depress CANCEL (⌫) twice** to delete the previous page end command*

Type the desired number of lines per page (maximum 99)

If you do not know the number of line required, you may Index (↓) or Return to the desired position. The KX-E508 will calculate the number of lines for you.

Depress CODE+D to set

After the page end is set, it must be activated.

TO ACTIVATE PAGE END

After the page end is set (CODE+D), your display will show:

PAGE END Y/N/S?

The KX-E508 is asking if you want to activate the Page End

Depress Y (Yes)

The display will show the programmed last line of print

PAGE END=

You simply need to clear PAGE END = from the display.

You can depress the TEXT key to clear the display and recall a text for printing or begin creating a new one. You can also depress Return or any other function to clear.

NOTE: *The Page End command must be activated each time a document is printed. When the document is ended, either by depressing the TEXT key after printing, or by stopping the document from printing, CODE+H, the page end is no longer activated. If the printing is stopped and you EXPR back to the beginning of the text, the page end will still be activated.*

TO PRINT TEXT WITH A PAGE END COMMAND

After the Page End has been set and activated, recall the text to be printed.

Depress the Print key

When you reach the last line of print, your display will show:

PAGE END!!

Auto insert the next page

Depress PRINT to continue

TO PRINT ADDITIONAL LINES

Depress the CANCEL (⊗) key for each additional line.

TO DEACTIVATE PAGE END

Depress CODE+D

Your display will show:

PAGE END Y/N/S?

Depress N

Your page end instruction is deactivated.

RENAMING A TEXT

There may be certain times you will need to change the name of text for various reasons.

In this exercise, you are asked to change the text which you named PERMIT to SELLER.

To Change a Text Name

Recall your text

Depress CODE+N

Your display will ask:

Type the new name

Depress RETURN

End your text

Your text has been renamed. In the future, the new text name should be used because the original is no longer in memory.

LISTING OF TEXTS ON THE DISPLAY

Listing text on the display is a helpful way of locating a text memory. You have the ability to scroll forward or backward through the names. When you reach the last text name, your KX-E508 will beep three (3) times.

Depress the TEXT key

Your display will ask:

TEXT IN,OUT,LIST?

Depress O

Your display will ask:

TEXT NAME=

Depress RETURN

Your display will show the name of the first text you have in memory

To scroll forward through each text name:

Depress CODE+INDEX (↓)

To scroll backward through each text name:

Depress CODE+REVERSE INDEX (↑)

PRINTING THE TEXT LISTING

To print the list of texts in memory.

Depress the TEXT key

Your display will ask:

TEXT IN,OUT,LIST?

Depress L

The KX-E508 will print the following:

Text Names
The number of characters used by each text
The amount of internal memory remaining

An asterisk before a text name indicates forms layout.

TO DISPLAY THE INTERNAL MEMORY LEFT

Depress CODE+Q

Your display will show:

MEMORY LEFT (#cht. available)

DELETION OF A SINGLE TEXT FROM MEMORY

When you no longer require a particular text or need the space to enter a new text, you will need to delete something from memory. To do this procedure:

Depress TEXT

Your display will ask:

TEXT IN,OUT,LIST?

Depress O

Your display will ask:

TEXT NAME=

Enter the text name to be deleted

Depress RETURN

Your display will indicate that you are at the beginning of text

(NAME)◀

Depress CANCEL(⌫)

The display will ask:

CLEAR THIS TEXT?

Depress Y (Yes)

If you do not want to clear the text at this point:

Depress N (No)

Before you begin reading these instructions, we ask that you DO NOT CLEAR all of the memory. You will need the margin formats for the next section.

DELETION OF MEMORY

If you have the need to clear the contents of your memory,

Depress CODE+K
Your display will ask:

CLEAR MEM/ALL?

To clear only phrase and text memory:

Depress M for memory

To clear all the internal memory:
Phrase and Text memory, Margin Formats Y & Z and the Auto Paper Insertion location

Depress A for all

To escape the prompt without clearing any memory:

Depress CANCEL (⌫)

CHARACTER COUNTER

The Panasonic KX-E508 counts every character printed. A character typed in Bold or Underscore will count as two characters. This feature is ideal for secretarial services which operate on a charge per word basis.

Depress CODE+T

Your display will show:

CHARACTER (#Ch. printed)

To clear the display, depress any key.

To Reset the Character Counter:

Turn the unit on while depressing the BACKSPACE key.

Depress CODE+T

Your display will show:

CHARACTER Ø

The character counter is also cleared or reset when you clear all the internal memory by depressing "A" after CODE+K.

You have just completed the basics of using the memory and modifying a text. You might not feel completely comfortable but you must remember that with daily use, you will become proficient and will enjoy using your KX-E508 to its fullest potential.

The following section covers in detail, all of the advanced editing features this system has to offer. It goes into specialized applications that will apply to many of the typing projects you do everyday.

Please read through these instructions and do the exercises. They will help you understand how to best use your Panasonic KX-E508 and how to make your projects simple and automatic to complete.

APPLICATIONS

Because your KX-E508 is so versatile, it offers you the flexibility of doing many varied projects. Every work station in an office handles different types of work and the KX-E508 can do any of them.

You are now going to start working in the Application Section of this manual. It will probably cover certain projects you handle every day. Read through this section and do the exercises. You are sure to find ways of making your work-load easier.

INSERT (STOP) CODES

Insert Codes are an easy way to personalize a standard letter that must be sent to several different people. Your KX-E508 will allow you to enter a text and instruct it to stop printing at a particular point so that you may insert variable information within the body of the letter. These "stop instructions" are called Insert Codes. There are no restrictions to the length of the variable information entered at each insert code. When an insert code is reached, the variable information may be manually typed or recalled from phrase memory.

ENTERING A TEXT WITH INSERT CODES

To activate the insert command you must be entering a text in memory.

Depress the TEXT key

Name your text

Begin typing the document

When you are at the position within the text where you want to insert variable information.

Depress CODE+I

Your display will show:

INSERT CODE WAS SET

Continue typing your text

As you type, the Insert Code Symbol *will appear on your display.*

Depress CODE+I for every location within the text that requires an Insert Code.

When you have completed entering the text,

End your text

In the following exercise you will be storing a letter with Insert Codes into Text memory. You will then be instructed to store names and addresses into Phrase memory so that you can practice recalling variable information from Phrase memory at an Insert Code.

Using the CODE+Y margin format, with the MODE selector at DISP.

Depress the TEXT key

Name your text BILLING

Type the following document as you see it.

End your text when completed

Today's Date↵

↵
↵
↵
↵
[redacted]↵
↵
[redacted]↵
↵
A shipment of our paper products was sent to your office on [redacted]. Enclosed with that shipment was an invoice addressed to your attention (Invoice No. [redacted]).↵
↵
Our standard terms are 2/10, Net 30. We would appreciate payment of this invoice at your earliest convenience.↵
↵
We hope you are completely satisfied with our paper products. If we can be of any assistance in filling your future paper products needs, please contact us.↵
↵
Sincerely,↵
↵
↵
↵
↵
Marion Cole↵
Vice President, Finance↵
Cole Paper Mills↵
↵
MC/mh↵

Read the next section on VARIABLE INFORMATION before you print your document.

VARIABLE INFORMATION

When you print a letter with Insert Codes, the KX-E508 will stop at each position that the ▮ *was entered. At that point, you may either manually enter the variable information or recall it from phrase memory.*

STORING VARIABLES IN PHRASE MEMORY

Store the following names and addresses shown below into Phrase memory. These names and addresses are going to be used as variables within your Insert Code letter. One advantage of storing names and addresses in Phrase memory is that they can also be recalled to print envelopes.

Using CODE+5, store the first name and address

```
Mr. Sam Quintin
Christopher's Stationary Outlet
24 North Winslow
Madison, New Jersey  07034
```

Using CODE+6, store the second name and address

```
Mr. Paul Coffee
Party Products Inc.
234 Ocean Blvd.
East Harwich, Mass.  02645
```

Using CODE+7, store the last name and address

```
Mr. Frank Masseye
Frank's Business Forms Ltd.
1612 Arapaho Way
Dallas, Texas 75248
```

PRINTING A LETTER WITH INSERT CODES

If your mode selector is set at NORMAL, the variable will print as you enter it. If your mode selector is set at DISP or JSTFY, the variable will print after a return or the depression of the PRINT key. Regardless of the mode the variable was typed in, the PRINT key must be depressed after each Insert Code to resume printing the document.

Recall your text

When your display indicates you are at the beginning of text

Depress PRINT

Your text will begin to print up to the point where the first ▮ was set and your display will show:

INSERT

You will be at the first ▮ position.

Enter your variable by typing it or recalling it from Phrase Memory

Depress PRINT to resume printing

Continue inserting your variables until you have completed your text.

This exercise asks you to print the text named BILLING which contains the Insert Code letter. The letter will be sent to the three names and addresses you stored in Phrase memoty. The first exercise below explains step by step how to complete the first Insert Code letter. The second and third letters will follow the same procedure using the variables on the next page.

Move your MODE selector to DISP.

For the first letter:

Recall your text

When your display indicates beginning of the text,

Depress PRINT

Your text will begin to print and INSERT will appear on your display when the printer stops.

Depress CODE+5

Your display will ask:

COPY THIS PHRASE?

Depress Y

The first address will print

Depress PRINT again to resume printing the text

The second INSERT prompt will appear on your display

When the printer stops

Type Dear Mr. Quintin:

Depress PRINT to resume printing of the text

The third INSERT will appear. When the printer stops

Type February 8, 1986

Depress PRINT

Type M1224

Depress PRINT

The balance of your text will print.

Depress EXPR to position yourself at beginning of memory.

For the second customer letter:

For the first variable recall CODE+6
For the second variable type Dear Mr. Coffee:
For the third variable type January 15, 1986
For the fourth variable type H2838

For the third letter, use these variables:

Code+7
Dear Mr. Masseye:
June 27, 1986
A1151

TO PRINT ENVELOPES

The names and addresses stored in Phrase memory can be used to address envelopes. Phrase memory conforms to the current margin format; therefore, you can set the format to print each address on the envelope correctly. There are two points to consider when setting the proper position to print each address: The Insertion Point and the Left Margin.

SET THE INSERTION POINT

Insert a blank envelope.

Carriage return, INDEX (↓), or REVERSE INDEX (↑) to reach the desired first line of print for the address.

Depress CODE+A

SET AN INDENT

Instead of moving your left margin, you can set an Indent. The INDENT will insure that the address will print at the same position on each envelope.

SPACE or TAB until you reach the desired printing position.

Depress INDENT

PRINT THE ENVELOPES

After setting the proper position to print each address:

Auto Insert a blank envelope

Depress CODE+0–99 (whichever is applicable)

Depress PRINT

Insert the next envelope and repeat the last two steps.

After all the envelopes have been addressed, depress INDENT to deactivate the command and depress RETURN.

REPETITIVE PRINTING

Many times you will want to print more than one original. Rather than printing them individually, the KX-E508 allows you to print them consecutively with only one print instruction. In addition, with the same coded function, you can instruct the KX-E508 to stop after each print out allowing you to insert a new sheet of paper or you can program a specific number or carriage returns before printing again enabling you to print with continuous forms paper or labels.

NOTE: *You will not receive the first prompt if your machine has not been expanded to 16K or more of memory. Simply follow the instructions from the second display prompt.*

Depress CODE+PRINT

Your display will ask:

MAIL MERGE Y/N?

Depress N (No)

Mail merge will be covered later in this manual.

Your display will ask:

TEXT NAME=

Type the name of the text you want to print repetitively.

Depress RETURN

Your display will ask:

PRINT N = 1

Depress CANCEL (⌫) to delete the default.

Enter the number of times you want the text to print.

Depress RETURN

Your display will show:

FORM = 60/66

FORM=60/66 is really Page End. It works exactly the same way. The first number 60 instructs the KX-E508 to stop print after 60 lines. The 66 instructs the KX-E508 to return 6 lines before printing again.

TO STOP AFTER EACH PRINT OUT

Always delete the number after the slash and leave it blank unless you are printing with continuous forms or labels.

Your display should look as follows:

FORM = 05/

Use a copy of the text to count the number of lines in your text.

Type the number after Form=

Depress SLASH (/)

Depress CANCEL (⌫) twice to delete 66 and leave blank

To skip the next prompt and begin printing:

Depress RELOC

REPETITIVE PRINTING WITH CONTINUOUS FORMS PAPER

The format below would also be used if you were printing with continuous labels or using a tractor feed or sheet feeder.

Your display should look as follows:

FORM = 05/10

Use a copy of the text to count the number of printed lines.

Type the number of printed lines after Form=

Depress SLASH (/)

Enter the number of lines the KX-E508 should return to reach the first line on print of the next sheet or label.

To skip the next prompt and begin printing:

Depress RELOC

TO CHANGE THE WIDTH OF A DOCUMENT

Depress RETURN

Your display will say:

WIDTH =

This works exactly the same as CODE+G. It simply changes the width of the document for this print out only.

Enter the desired width

Depress RETURN

Using the CODE+Y format and with your mode selector set at JSTFY, store the following paragraph into memory naming it INSPECTION.

Then, print the paragraph three (3) times using the instructions for repetitive printing with continuous forms paper. When the display asks: ***PRINT=, enter 3;*** *when it asks* ***FORM=, enter 05/10.*** *Bypass the width change prompt by depressing RELOC, the printing will begin.*

The Seller shall permit the Purchaser or his authorized representative to make an inspection of the premises at any reasonable time before closing of title on the property on the designated date.↵↵

FORMS LAYOUT

The Forms Layout feature allows you to fill in pre-printed forms easily and automatically. An unlimited number of forms can be stored in text memory with a maximum of 32 tab stops each. An asterisk is entered before the text name to easily recognize that a form is stored in the text memory. CODE+EXPR creates the asterisk and it must be entered before typing the text name.

A prompt is displayed at each tab stop allowing you to describe the type of information to be entered. A maximum of 30 characters can be used to create each prompt. If you do not enter a description, the display will simply say INSERT when that tab stop is reached.

When printing the form, the TAB key will move the printer to each tab stop and display the prompt you entered. The KX-E508 will wait for you to manually type the information or recall it from Phrase memory.

An INDENT (temporary left margin) is automatically set at each tab stop; therefore, if more than one line of information is entered, it will automatically be aligned. Forms Layout will move to the exact tab position you set regardless of the number of lines entered at each tab stop.

The Panasonic KX-E508 also allows you to access tabs set on the normal writing line when you are printing the forms layout by depressing DEC TAB. This application is ideal to use when filling out an Invoice and will be explained later in this section.

Because all of us use different forms, we are unable to provide you with specific exercises. To benefit the most from this time saving feature, please use your own forms when working with the forms layout instructions.

STORING THE LAYOUT OF A FORM IN MEMORY

The Forms Layout feature uses the left margin and the insertion point to remember the exact position of each tab setting. The left and right margins are remembered with the text, but the insertion point is not. If the insertion point (CODE+A) is changed, the tabs set in forms layout will move. Therefore, mark the insertion point on a master copy of the form. This should be saved to set the insertion point at the same position if the tab positions are moved. In order to begin, you must first have one of your forms to work with.

Use the following keys to move to each desired position when storing the forms layout:

SPACE BAR
BACKSPACE
RETURN
INDEX
REVERSE INDEX
HALF SPACE
CODE + HALF SPACE

Depress CODE+TAB CLEAR

To clear existing margins and tabs

Set the Left and Right margin at the edges of the form

Depress TEXT

***Depress I** (In)*

Depress CODE+EXPR

Your display will show an asterisk:

TEXT NAME = *

Type the name and return

Auto Insert the Form

Use the keys mentioned on the previous page to move to each desired position

Depress TAB SET

Your display will show:

PROMPT =

Enter a description of the information to be inserted – maximum of 30 characters. If a prompt isn't entered, the display will show INSERT when printing.

Depress RETURN

Move to each desired tab stop and repeat the steps outlined above.

Depress TEXT – to end the form.

NOTE: *If you try to set a 33rd tab, your display will show:*

TOO MANY STOP POINTS

PRINTING A FORM

Depress TEXT

Depress O (Out)

Depress CODE+EXPR

Your display will show:

TEXT NAME = *

Type the Text Name and Return

Depress the TAB key

The printer will move to the first tab stop and the prompt will appear on the display.

Type the information required or recall it from phrase memory.

To recall a phrase when the prompt is displayed, depress CODE and the phrase number. Depress Y (yes) answering the prompt "Copy this Phrase?".

Continue tabbing to each tab stop until the form is complete. The beginning of the forms layout memory will be displayed when the forms layout is complete. You can fill out another form without having to recall the memory.

Auto Insert a second form

Depress TAB key to continue

TO EXIT

Depress TEXT

CORRECTING ERRORS ON THE FORM

If you notice an error when typing, depress the CANCEL (⌫) key to delete.

CODE+REVERSE INDEX (↑) will move the printer to the previous line if there are several lines of text at the tab stop. You are still in the correction memory, depress CANCEL (⌫) to correct.

CODE+REVERSE INDEX (↑) will move the printer to the previous tab stop if there is only one line of text

TO CORRECT AN ERROR AT A PREVIOUS TAB STOP

Set the mode selector at NORMAL

Depress CODE+REVERSE INDEX (↑)

Depress the PRINT key

Retype the error and depress the CANCEL (⌫) key to make your correction.

If the text was typed in JSTFY (justification), retype the entire line until the carriage returns. Do not correct the characters off the display that triggered the return. Depress the PRINT key to clear them from the display.

Depress the CODE+REVERSE INDEX (↑) to return to the line containing the error.

Space to the right of the error and depress the CANCEL (⌫) key to delete.

ADDING TAB STOPS

Recall the text memory containing the Forms layout. Remember to depress CODE + EXPR before typing the text name.

Auto Insert the form

Depress the TAB key

To reach the tab stop closest to the one you want to insert.

Move to the desired position

Depress TAB SET

TO INSERT A TAB TO THE LEFT OF A TAB SETTING

An Indent is automatically set at each tab setting. Therefore, if you want to move the carriage to the left of the tab to add a new tab stop, you will have to release the Indent.

Depress the TAB key

To reach the tab stop closest to the one you want to insert.

Depress INDENT

Depress RETURN

Move to the desired location

Depress TAB SET

DELETING TAB STOPS

Recall the text containing the forms layout. Depress CODE+EXPR before typing the text name.

Auto insert the form

Depress the TAB key

To reach the tab stop to be deleted.

Depress TAB CLEAR

EDITING PROMPTS

To edit the prompt the tab stop must be deleted.

Delete the tab stop with the incorrect prompt.

Depress TAB SET

You can re-set the tab in the same position if desired.
Your display will say:

PROMPT =

Type the correct prompt

Depress RETURN

Depress TEXT to exit

STORING AN INVOICE FORMS LAYOUT

The number of line items sold are never the same from invoice to invoice. Therefore, it isn't feasible to set tabs for line items within the forms layout memory.

Tabs set on the writing line can be reached when printing forms layout by depressing DEC TAB. The text will print to the left of the tab setting because you are using DEC TAB to reach the tabs. To print the text to the right of the tab, depress the PRINT key which will remove the DEC TAB command.

Set the Tabs for each line items before entering Text Memory.

Insert the form

Set the margins at the edge of the form

Set the tabs for each line item – Qty, Description, etc.

Depress RETURN

Open a text memory – TEXT – I (In)

Depress CODE+EXPR (*) and type the text name.

Set the forms layout tabs at the desired positions.

Set a tab in forms layout to bring the printer to the proper line to begin typing the line items.

It is helpful to use Dec Tab as the prompt description for that tab setting to serve as a reminder of what key to depress.

PRINTING THE INVOICE FORM

Auto Insert the Invoice

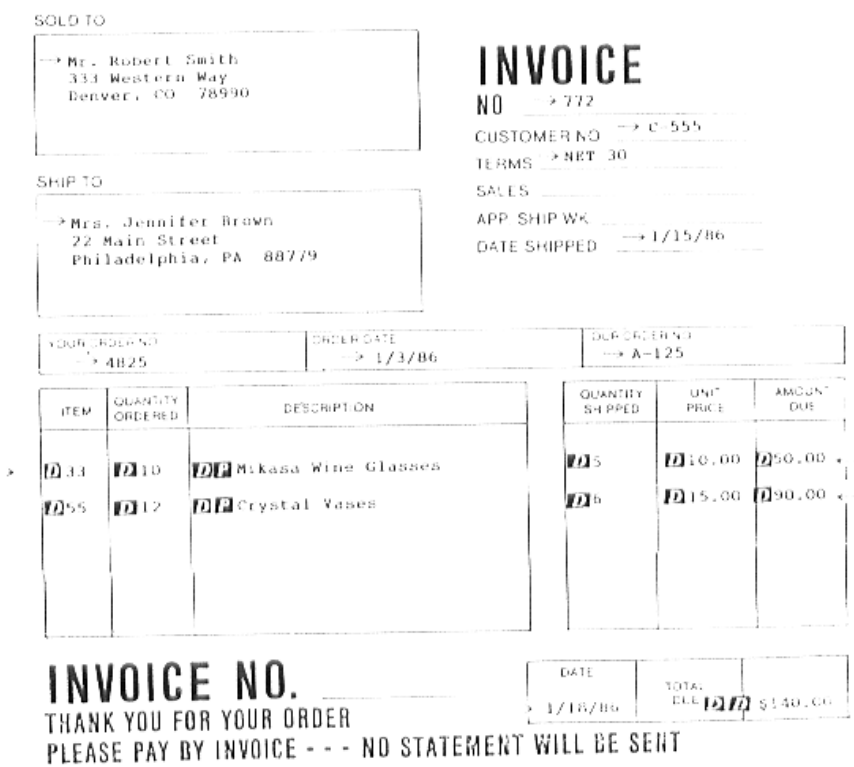
Recall the Forms Layout memory created for the Invoice.

Depress TAB key to reach each tab stored in the Forms Layout.

Depress DEC TAB to reach the tabs set on the writing line.

Depress RETURN at the end of each line item and continue depressing DEC TAB to enter another line item if necessary. After the line items have been entered, depress the TAB key to complete the tabs set in Forms Layout.

An example of a complete invoice form is below. The arrow indicate where the TAB key was depressed. The **D** *indicates where the DEC TAB was depressed. The* **P** *indicates where the PRINT key was depressed removing the DEC TAB command from the display.*



MAIL MERGE

Your KX-E508 must have 16K or more of internal memory to perform mail merge.

Mail Merge allows you to merge a basic letter requiring variable information with a mail list. This application enables you to create personalized letters for each person on your mail list with the respective variable information inserted automatically. The Panasonic Mail Merge is so automatic that it can be performed virtually unattended with the addition of a tractor feed or sheet feeder.

The Panasonic KX-E508 also allows you to selectively print from your mail list. This is done by entering a qualifying line (maximum of 30 characters) before each address block. This qualifying line allows you to instruct the KX-E508 to selectively merge names and addresses that fall within a specific category.

Mail Merge can also be instructed to print only the address from the mail list enabling you to address each envelope or label without retyping.

CREATING A FORM LETTER

*The form letter containing the constant information is entered into text memory as a normal text. Reference Codes (**R**) are inserted into the letter where the variable information in the mail list is to be inserted. Regardless of the number of lines of variable information (i.e., an address), only one reference code is required. When you enter a reference code in the body of the letter, be sure to enter a space before and after the reference code so that the variable information does not run into the other text.*

TO CREATE A REFERENCE CODE

Depress CODE+R

*Your display will show an **R** with an overscore. This tells the system to refer to the mail list for the variable information.*

Mail Merge inserts the variable information into the standard letter in the order they appear in the mail list. Therefore, always use the first reference code for the name and address so that the mail list can be used to print envelopes and labels.

On the next page is an example of a form letter. Please complete all the exercises in this section so that you become familiar and comfortable with the mail merge application.

Set your mode selector to JSTFY.
Set your left margin at 10.
Set your right margin at 70.
Store in Margin Format Y.

Type the following form letter into Text Memory and name it ***OVERDUE****. Be sure to use CODE+R for each reference point shown below:*

```
(Today's date).↵
 ↵
 ↵
 ↵
R ↵
 ↵
Dear R:↵
 ↵
A copy of Invoice No. R was sent to your office on R.  This
invoice was issued for the shipment of R, which was ordered
from us.↵
 ↵
Your balance is now R days past due and we would appreciate
your payment within the next 15 days.  If your check of R
has recently been sent, please accept our thanks and
disregard this notice.↵
 ↵
Sincerely,↵
 ↵
 ↵
 ↵
 ↵
Lee Hayes ↵
Hayes Office Equipment↵
 ↵
LH/M ↵
```

CREATING A MAIL LIST

The mail list is created under a separate text name and contains all variable information necessary to merge into the form letter. Each variable to be merged into the form letter is enclosed in square brackets. If you merge the letter with the mail list and only the letter prints, chances are you've used parenthesis ( ) instead of square brackets [ ]. This is a common mistake.

Carriage returns entered within the square brackets are inserted into the form letter and will return at that point. Carriage returns enter outside the square brackets do not affect the print out of the form letter. They simply separate each variable and make it easier to read the mail list if printed out. An example of a mail list with and without returns after each variable is shown on the next page.

All the variable information for each individual (i.e., name and address, account number, etc.) is called a Record. Each record is separated by CODE+SLASH (/) in the mail list.

Enter Text Memory

Depress CODE+SLASH (/)

Depress RETURN

Type an opening Square Bracket ([)

Type the variable information

Type a closing Square Bracket (])

Continue typing each variable for the letter with square brackets.

Repeat for each record or group of variables.

Below is an example of the same mail list typed with returns after each variable (Unpacked) and without returns after each variable (Packed).

Open a new text memory and name it ***LATE ACCTS****.*

Type the following mail list into memory in the style you prefer.

UNPACKED

```
7↵
[Mrs. Monica Simpson↵
289 Hicks Street↵
New York, N.Y.  10004]↵
[Mrs. Simpson]↵
[B1343]↵
[12/12/86]↵
[5¼ inch disks]↵
[60]↵
[$325.80]↵
7↵
[Mrs. Alicia Prichett↵
131 Ascan Avenue↵
Summit, N.J.  07901]↵
[Mrs. Prichett]↵
[B0984]↵
[1/12/86]↵
[marking pens]↵
[30]↵
[$197.65]↵
7↵
[Mr. Paul Smith↵
1985 Harrison Road↵
Ridgefield Park, N.J.  07660]↵
[Mr. Smith]↵
[B2589]↵
[12/22/86]↵
[magnetic tapes]↵
[60]↵
[$312.25]↵
```

PACKED

```
7↵
[Mrs. Monica Simpson↵
289 Hicks Street↵
New York, N.Y.  10004]↵
[Mrs. Simpson][B1343][12/12/86][5¼ inch disks][60][$325.80]↵
7↵
[Mrs. Alicia Prichett↵
131 Ascan Avenue↵
Summit, N.J.  07901]↵
[Mrs. Prichett][B0984][1/12/86][marking pens][30][$197.65]↵
7↵
[Mr. Paul Smith↵
1985 Harrison Road↵
Ridgefield Park, N.J.  07660]↵
[Mr. Smith][B2589][12/22/86][magnetic tapes][60][$312.25]↵
```

MERGING A FORM LETTER AND MAIL LIST

Each letter will print follwoing the margins and tabs set when the form letter was created. The same prompt used with repetitive printing, FORM =, allows you to instruct the KX-E508 to stop after each letter is printed and insert a new sheet of paper. You can also program a specific number of carriage returns before printing the next letter, allowing you to use continuous forms paper. A simple rule to remember is to always delete the number after the slash (/) in the prompt Form =, unless you are using continuous forms paper.

Auto Insert the paper

Depress CODE + PRINT

Your display will ask:

MAIL MERGE Y/N?

Depress Y (Yes)

Your display will ask:

TEXT NAME =

Type the name of the Form Letter

Depress RETURN

Your display will ask:

LIST NAME =

Type the name of the Mail List

Depress RETURN

Your display will say:

QUALIFIER =

This will be covered in the next section.

Depress RETURN

Your display will say:

PRINT N = 1

Do not change unless you want to print each letter more than once.

Depress RETURN

Your display will say:

FORM = 60/66

TO STOP AFTER EACH LETTER PRINTS

Enter the number of lines in the form letter.

(Use the copy you created when you entered the form letter into text memory to count the number of lines.)

Depress SLASH (/)

Depress CANCEL (⟲) twice and leave blank

Your display should look as follows:

FORM = 40/

Depress RELOC (Printing will begin.)

After the first letter is printed, the display will say:

PAGE END !!

Auto insert a second sheet of paper

Depress PRINT to continue

NOTE: *If the entire letter does not print, you haven't counted the number of lines in your form letter correctly. Re-count the number of lines in the form letter and change the first number in your prompt FORM = to the correct number of lines.*

TO PRINT WITH CONTINUOUS FORMS PAPER

Count the number of lines in the form letter.

Count the number of carriage returns required to advance to the desired first line of print for the next letter.

EXAMPLE:

FORM = 40/66

40 = Tells the system that there are 40 lines of text in each letter.
66 = Tells the system to return 26 lines before printing the next letter.

CREATING A QUALIFYING LINE

If you do not have a qualifying line before each record of variables, you cannot qualify or selectively print from your mail list. The qualifying line can be a maximum of 30 characters and must appear as the first line of each record. You can use the 30 characters to create as many qualifying categories as you'd like (i.e., zip code, state, occupation, etc.). If you wanted to select individuals by zip code, you'd enter the zip code on the qualifying line. If you also wanted to select by state, that too would be entered on the qualifying line. The group of characters representing one category is called a field. The state and zip code would represent two fields. Each field and the format of the qualifying line must be consistent.

Add a qualifying line to each record in the mail list ***LATE ACCTS****. Use the caps lock feature when typing the qualifying line as shown below:*

```
/NY 10004 $325 12/86
[Mrs. Monica Simpson

/NJ 07901 $197 1/86
[Mrs. Alicia Prichett

/NJ 07660 $312 12/86
  [Mr. Paul Smith
```

SELECTING FROM A QUALIFIED MAIL LIST

Depress CODE + PRINT
Your display will ask:

MAIL MERGE Y/N?

Depress Y (yes)
Enter the Form Letter Name and RETURN

Enter the Mail List Name and RETURN

Your display will ask:

QUALIFIER –

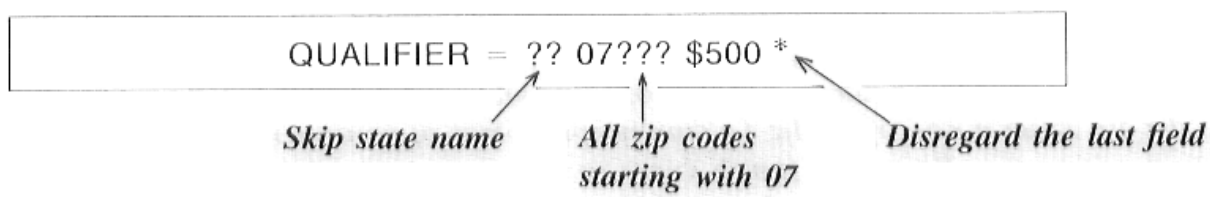
Enter each qualifying field in the order they appear.

WILDCARDS

You can use wildcards to instruct the system to select any character in the field or ignore the remainder of fields on the qualifying line.

**** The asterisk is used to disregard the remainder of fields on the Qualifying Line***
? The question mark is used to select any character in the field allowing it to actually skip over a field.

EXAMPLE:



Depress RETURN after each prompt.

Depress CODE + PRINT and merge the form letter ***OVERDUE*** *with the mail list* ***LATE ACCTS.***

Send a letter to all customers in NJ with a Zip Code beginning with 07.

The qualifying prompt should read:

```
QUALIFIER = NJ 07??? *
```

Two letters should print.

Send a letter to all customers living in NY.

The qualifying line should read:

```
QUALIFIER = NY *
```

One letter should print.

DISPLAYING TOTALS OF QUALIFIED FIELDS

The KX-E508 allows you to display the totals of each qualifying field. You can also display the total number of names in your mail list by entering an asterisk on the Qualifying Line.

Depress CODE + PRINT
Your display will ask:

MAIL MERGE Y/N?

Depress Y (Yes)

Do not enter the Text Name
Depress RETURN

Your display will show:

LIST NAME =

Type the name of the qualified mail list
Depress RETURN

Your display will show:

QUALIFIER =

Type the qualifying field
Depress RETURN

Your display will say:

PRINT N = 1

Depress CANCEL *(⌫) and leave blank*
Depress RETURN

Your display will say:

```
QUALIFIER N = #
```

Depress RETURN or CANCEL (⌫) to clear the display.

Display the total number of customers on the mail list.
Qualifying line should read:

```
QUALIFIER = *
```

Display the total number of customers owing between $300 and $400.
Qualifying line should read:

```
QUALIFIER = ?? ????? $3?? *
```

PRINTING ENVELOPES AND LABELS

As we learned earlier, mail merge requires two components, a constant text and a variable text. When printing envelopes or labels a dummy text containing only CODE + R and RETURN is used as the constant information to print only the first variable. Therefore, always enter the name and address as the first variable in the mail list.

TO CREATE A DUMMY TEXT

Depress TEXT

Depress I for IN

Name the text

Depress RETURN

Depress CODE + R

This instructs the system to refer to the mail list

Depress RETURN

End your text

TO PRINT ENVELOPES AND LABELS

Set the Left Margin and Insertion Point to print each address in the proper position.

Depress CODE + PRINT
Your display will ask:

MAIL MERGE Y/N?

Depress Y
Your display will ask:

TEXT NAME =

Type the name of the Dummy Text
Depress RETURN
Your display will ask:

LIST NAME =

Type the name of the mail list
Depress RETURN
Your display will ask:

QUALIFIER=

Depress RETURN to print the entire list
Your display will ask:

PRINT N = 1

Depress RETURN
Your display will ask:

FORM =

ENVELOPES

Enter:

FORM = 04/

04 Maximum number of address lines
/ Nothing after the slash instructs the KX-E508 to stop printing after each address

Depress RELOC

The first address will print.
After each address prints the display will show:

PAGE END!!

Insert another envelope
Depress PRINT to continue

LABELS

Enter:

```
FORM = 04/06
```

04 Maximum number of address lines

06 Instructs the system to return twice before printing the next address

Depress RELOC

Printing will begin.

SERIAL ACCESS DISK DRIVE

Your Panasonic KX-E508 offers you another option, a Disk Drive. The Disk Drive allows you to use a 2.8 inch disk which is double sided, 1 track (spiral). You may store up to 50K on each side of the disk. The 50K means approximately 50,000 characters of information.

In order to store information from your Text Memory onto the disk, you must first prepare the disk to be used on the KX-E508. This is done through a procedure called "Formatting."

Before we begin using the disk drive, you will learn how to insert the disk into the unit properly and then how to format it.

INSERTING A DISK

The 2.8" disk has 2 openings at one end of the disk with an exposed area of the disk in the center. This is the end that is inserted into the disk drive. Text can be stored on either side of the disk, therefore, it doesn't matter which side you insert.

The sides are labeled A and B. The side facing up in the disk drive is the side that the text will be stored on. If you insert the disk with side A up, the text will be stored on the A side.

Hold the disk with the exposed area facing the disk drive.

Insert the disk into the drive in the direction of the arrow next to the A or B.

Push the disk into the drive until it snaps into place.

You are now ready to "format" the disk.

FORMATTING A DISK

"Formatting" means preparing the disk for the type of machine you are using. In this instance, you must tell the disk the type of processor you have within the KX-E508. This is automatically done for you by your KX-E508. Follow the procedures outlined below.

Depress CODE + TEXT

Your display will say:

READ, WRITE, LST, FMT ?

You are being asked if you want to READ from disk to memory, WRITE from memory to disk, LST (list) the texts on the disk or FMT (format) the disk to begin using it.

Depress F for FORMAT

Your display will say:

FORMAT THIS DISK ?

You are being asked if you want to format the upper side of disk you inserted into the disk drive.
IMPORTANT: If you format a disk with information on it, the information is automatically erased. This message is a safety precaution so you do not accidentally erase the wrong disk.

Press Y for Yes if this is a blank disk or a disk you want to erase

Press N for No if you have inserted the wrong disk, and begin again.

Your display will say:

FORMATTING

This indicates that your KX-E508 has begun the formatting procedure. When the formatting is completed, your display will return to the main disk menu.

READ, WRITE, LST, FMT?

WRITING MEMORY TO DISK

The memory size of your KX-E508 is equal to whatever number of memory chips you have installed in the unit. It may be from 16K up to 24K. Because the disk can store up to 50K, you may WRITE information from your internal memory onto the disk and then clear the memory for additional texts.

You may WRITE the information selectively (one at a time) or WRITE the entire memory contents at one time. First, you will learn how to perform what is called a total "dump" and then you will see how to WRITE one text at a time.

WRITING THE ENTIRE MEMORY TO DISK

In order to duplicate every text stored in the internal memory, you must perform the following steps.

Depress CODE + TEXT

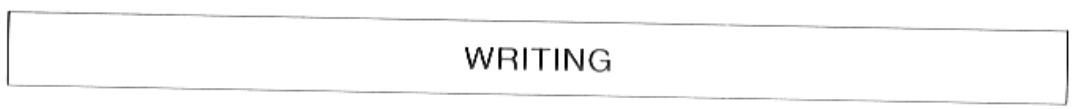
Your display will say:

Depress W for WRITE

Your display will now say:

Depress RETURN

This tells the system to begin writing the text onto disk. Your display will show:



When the entire contents of the internal memory have been stored on disk, your display will return to the main disk drive menu and say:

READ, WRITE, LST, FMT ?

To escape the disk drive operation, Depress CANCEL (⌫). Your display will go blank and you may proceed with your next project.

Remember, the texts you have stored on your disk are still in the memory of your KX-E508. If you want to delete them, follow the procedures outlined in the Text Filing Section of this manual.

IMPORTANT: ***If you WRITE texts from memory to disk and the text is already stored on disk, your display will say:***

TEXT ALREADY EXISTS!

Depress CANCEL (⌫) to escape this operation. If you need the text to be written on the disk again, because of modifications made to it, change the name of the text in text memory (CODE+N), and begin again.

WRITING A SINGLE TEXT TO DISK

From time to time, you may have several texts within the internal memory that you want to store on disk. However, you may not want all of the text in memory. With the KX-E508 disk drive option, you may selectively WRITE texts onto disk, one at a time.

Depress CODE + TEXT

Your display will say:

READ, WRITE, LST, FMT ?

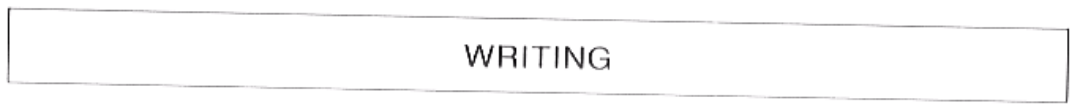
Depress W for WRITE

Your display will say:

Type the text name you want to WRITE to disk

Depress RETURN

The KX-E508 will begin writing the individual text you entered onto the disk. Your display will say:



When the duplication of that text has been completed, the display will return to the main disk menu and say:

IMPORTANT: If you WRITE a text from memory to disk and the text is already stored on disk, your display will say:

Depress CANCEL (⌫) to escape this operation. If you need the text to be written on the disk again, because of modifications made to it, change the name of the text in text memory (CODE + N), and begin again.

READING TEXTS INTO MEMORY

When you have stored information from the internal memory onto a disk, you may clear your memory and continue with additional projects. With the KX-E508 disk drive option, you may take those texts stored on disk, and READ them back into memory whenever you need them.

Be certain you have enough room in the internal memory to copy the texts you are READING. Delete any unnecessary texts in the internal memory or WRITE them to disk.

You may READ the entire contents of the disk into memory at one time or selectively READ one text at a time.

READING THE ENTIRE DISK INTO MEMORY

As we just stated, you may READ the entire contents of your disk into the memory of your KX-E508 ***as long as the total number of characters do not exceed the total memory capacity of your machine.*** *If you attempt to READ a disk with 50K of text into a KX-E508 with 16K to 24K, your system will READ up to the capacity of the internal memory and your display will say:*

MEMORY FULL!

Your texts will remain on the disk and every text that would fit into the internal memory are now available for editing or printing.

To begin a READ instruction,

Depress CODE + TEXT

Your display will say:

READ, WRITE, LST, FMT ?

Depress R for READ

Your display will say:

TEXT NAME =

Depress RETURN

Your KX-E508 will begin READING the texts on the disk into memory. Your display will say:

READING

When the READ operation is complete, your display will return to the main disk menu and say:

READ, WRITE, LST, FMT ?

To escape the disk drive operation, Depress CANCEL (⌫). Your display will go blank and you may proceed with your next project.

IMPORTANT: If you already have a text in memory and are READING an entire disk with the same text on it, your KX-E508 will READ up to that text and your display will say:

TEXT ALREADY EXISTS!

Depress CANCEL (⌫) to escape this operation, delete the text in memory and begin again.

READING A SINGLE TEXT INTO MEMORY

Most of the time, you will not READ entire disk contents to memory. You will want to READ individual texts into the KX-E508. To do this you would follow the steps outlined below:

Depress CODE + TEXT

Your display will say:

READ, WRITE, LST, FMT ?

Depress R for READ

Your display will now say:

TEXT NAME =

Type the name of the text you want to READ

Depress RETURN

Your KX-E508 will begin READING the text into memory and your display will say:

READING

When the READ operation is complete, the display will return to the main disk menu and say:

READ, WRITE, LST, FMT ?

IMPORTANT: If you try to READ a text from disk to memory and the text is already in the system your display will say:

TEXT ALREADY EXISTS !

Depress CANCEL (⌫) to escape this operation.

PROTECTING A SERIAL ACCESS DISK FROM ERASURE

When you began reading about the disk drive option, you learned how to "format" each disk. You also read that formatting a disk will erase any information previously stored on the disk. Your KX-E508 gives you the prompt: FORMAT THIS DISK? to be sure you do not accidentally erase and reformat the wrong disk.

However, you know that sometimes accidents do happen and someone (never you) may still reformat the wrong disk. In order to avoid accidental erasure, you may ***protect your disk****.*

Remove your disk from the disk drive by pushing the button on the front of the disk drive.

You can protect one side of your disk or both. The opening next to the letter "A" protects the text stored on the "A" side of the disk. The opening next to the letter "B" protects the text stored on the "B" side of the disk.

To Protect the Disk From Erasure:

Remove the tab covering the opening.
- *Text cannot be written onto the disk.*
- *Text cannot be erased from the disk.*

To Store Text onto a Protected Disk:

Cover the opening with cellophane tape.

NOTE: *If a side of the disk is protected and you try to WRITE or REFORMAT that side of the disk, your display will say:*

PROTECTED DISK!

LISTING TEXTS ON A DISK

You may request the KX-E508 to list all of the text you have stored on a disk. You have learned how to List Texts In Memory and will now learn how to do so with Texts On Disk.

You may print a listing of texts on the disk or view all of the text names on the display.

PRINTING A LIST OF TEXTS ON DISK

As you have already listed Texts in Memory, you saw how the KX-E508 will print a listing of the text names as well as the number of characters within each text (volume).

When you print a listing of texts on disk, you also receive the number of K (thousands of characters) used by the text, as well as the number of K remaining for storage. The amount of memory used by each text is rounded off to the next highest thousand.

Depress CODE + TEXT

Your display will say:

READ, WRITE, LST, FMT ?

Depress L for LIST

Your display will say:

DISPLAY, PRINT?

Depress P for PRINT

Your KX-E508 will begin READING the list of the names of the texts on the disk and then print them.

DISPLAYING TEXT NAMES ON THE DISK

You may automatically display the name of each text on your disk.

Depress CODE + TEXT

Your display will say:

READ, WRITE, LST, FMT ?

Depress L for LIST

Your display will say:

DISPLAY, PRINT ?

Depress D for DISPLAY

Your display will say:

TEXT NAME =

Depress RETURN

Your KX-E508 will begin READING the text names and when the READ operation is completed your display will show the name of the first text on the disk.

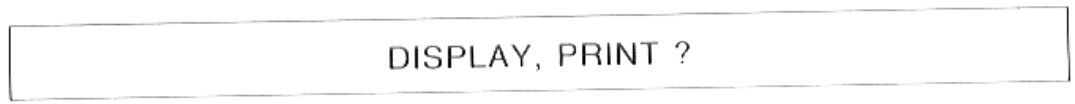
Depress CODE + INDEX (↓) to scroll forward through the text names.
Depress CODE + REVERSE INDEX (↑) to scroll backward through the text names.

Depress RETURN to escape the list and return to the main disk menu.

CHANGING THE NAME OF A TEXT ON A DISK

Depress CODE + TEXT
Your display will say:

Depress L for LIST
Your display will say:

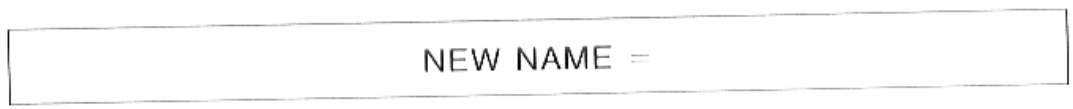


Depress D for DISPLAY
Your display will say:

Enter the text name

Depress RETURN
When the text name you want to change appears on the display,

Depress CODE + N
Your display will ask:



Type the new name

Depress RETURN
The text has now been renamed on the disk.

Depress RETURN to return to the Main Disk Menu.

PRINTING A TEXT FROM THE DISK

You may automatically print a text on your disk without reading it into the internal memory.

Depress CODE + TEXT

Your display will say:

READ, WRITE, LST, FMT ?

Depress L for LIST

Your display will say:

DISPLAY, PRINT ?

Depress D for DISPLAY

Your display will say:

TEXT NAME =

Enter the text name

Depress RETURN

When the text name is on the display

Depress the PRINT key

Your KX-E508 will begin printing that text without loading it to memory.

If you need to stop printing, you would use the CODE + H (HALT) function as you have throughout the exercises in this manual.

ERASING TEXTS ON THE DISK

Follow the steps just outlined for Displaying Text Names on the Disk and when the name of the text you want to delete is on the screen,

Depress CANCEL (◁)

Your display will say:

CLEAR THIS TEXT ?

Depress Y for Yes or N for No

Depress RETURN to escape the list and return to the main disk menu

DISPLAY MESSAGES

Message	Description
CANNOT COPY	Cannot copy a phrase or a text into the body of a text when you are within a bold print or underscore command.
CHANGE-WD=	Enter the replacement characters for Global Search and Replace.
CHECK PRINTER	Your printer is malfunctioning.
CHARACTER	The number of characters printed since the last RESET operation.
CLEARING	KX-E508 is clearing text.
CLEAR MEM/ALL?	Do you want to clear only phrase and text memory or all the memory?
CLEAR THIS PHRASE?	Do you want to clear this phrase?
CLEAR THIS TEXT?	Do you want to delete this text from memory?
CODE	CODE is activated.
CONTINUE?	Do you want to continue printing?
CONTINUE TEXT	Do you want to add information to the text?
COPY THIS PHRASE?	Do you want to add this phrase to the body of a text?
DISK ERROR!	Information cannot be accessed.

DISK FULL!	*Entire disk capacity has been used.*
DISPLAY, PRINT?	*Do you want to display or print a list of text stored on your disk?*
FORM=	*The first number indicates the number of lines to be printed. The second number indicates the number of carriage returns before printing again.*
FORMATTING	*The KX-E508 is formatting a disk.*
FORMAT THIS DISK?	*Do you want to format the disk?*
INSERT	*Insert variable information here and depress PRINT to continue text.*
INSERT CODE WAS SET	*Stop printing command for variable entry.*
LIST NAME=	*Enter the name of the Mail List you want to merge with the letter.*
LID OPEN	*The cover is open.*
MACHINE IS BUSY	*The machine is still completing your last instruction. Wait for completion.*
MAIL MERGE Y/N?	*Do you want to activate the Mail Merge?*
MARGIN FORMAT Y, Z?	*In which location do you want to store the margin format?*
MEMORY FULL!	*Entire capacity has been used.*
MEMORY LEFT	*The numeric value represents the number of characters left in memory.*

MOVE/COPY/DELETE?	*Do you want to move, copy or delete the information from memory?*
NEW NAME=	*Enter the new name for a stored text.*
NO DISK!	*A disk is not set in the disk drive.*
NOT LOCATED!	*The requested information is not within this block of information.*
PAGE END=	*Set Page End Command.*
PAGE END!!	*You have reached the last line of the preset page ending.*
PAGE END Y/N/S?	*Do you want to turn the page end ON (Y), OFF (N) or do you want to set it (S)?*
PANASONIC KX-E508	*This message is displayed when turning the machine on.*
PRINTING	*The KX-E508 is printing from text or phrase memory.*
PRINT N=1	*Enter the number of copies to be printed.*
PROMPT=	*Enter the prompt message you want to appear at the tab stop when printing the form.*
PROTECTED DISK!	*Your disk has been protected.* *You cannot write or format this disk.*
QUALIFIER=	*Enter the qualifying fields you want to select from.*
QUALIFIER N=	*The number of people who fall within that qualifying field is displayed.*
READING	*The KX-E508 is reading the texts on the disk into memory.*

READ, WRITE, LST, FMT?	*Do you want to READ from disk to memory, WRITE from memory to disk, LST (list) the texts on the disk or FMT (format) the disk to begin using it?*
RENAMING	*The KX-E508 is renaming a text.*
RESET?	*Do you want to reset the printer?*
RMR	*The right margin has been released.*
SEARCH-WD=	*Enter character string search.*
TEXT ALREADY EXISTS!	*The text is already stored on the disk.*
TEXT IN, OUT, LIST?	*Do you want to enter a text; recall a text; or print a list of texts from memory?*
TEXT NAME=	*Enter the name of the text.*
TOO MANY STOP POINTS	*You have tried to enter more than the maximum number of tab stops (32) allowed within your form layout.*
TOO MANY TABS	*You have entered more tab commands than the margin format allows.*
WIDTH=	*Enter a new line width for the text to be printed.*
WRITING	*The KX-E508 is writing the text in memory onto the disk.*

CODE OPERATIONS CHART

CODE+A	*Set Auto Paper Insertion* *Append Text*
CODE+B	*BOLD Print*
CODE+C	*Word Change (Global Search & Replace)*
CODE+D	*Page End Command*
CODE+E	*Reset Printer and Correction Memory*
CODE+F	*Margin Format Storage*
CODE+G	*Width Change Command*
CODE+H	*Halt Printing*
CODE+I	*INSERT (Stop Code)*
CODE+J	*Justification Hyphen Scan*
CODE+K	*Memory Clear*
CODE+M	*Marks the text. The third depression of CODE+M allows you to Block Move, Copy or Delete the marked text.*
CODE+N	*Rename Text*

CODE+P	*Set Form Control Parameter* *Communication Parameter Change*
CODE+Q	*Memory Available*
CODE+R	*Reference CODE*
CODE+S	*Search*
CODE+T	*Character Counter*
CODE+U	*Pemanent Backspace*
CODE+V	*Form Feed*
CODE+Y	*Margin Format Recall*
CODE+Z	*Margin Format Recall*
CODE+0—99	*Phrase Memory Access*
CODE+BACKSPACE	*Fast Scroll Back*
CODE+CANCEL (⌫)	*Escape Correction Memory*
	Delete by Word during Text Mode
CODE+FORWARD	*Fast Scroll Forward*
CODE+HYPHEN	*Soft Hyphen*

CODE+INDEX (↓)	*To move by Line through Correction Memory*
	To Scroll Forward through Text Names on the Display
	To move to the next Search Word Position
CODE+REVERSE INDEX (↑)	*To move by Line through Correction Memory*
	To Scroll Backward through Text Names on the Display
	To go back to the previous Stop Position during Forms Layout
	To move to the previous Search Word Position
CODE+PRINT	*Repetitive Printing*
	Text Linking
	Mail Merge
CODE+RIGHT MGN	*Set New Bell Position*
CODE+SPACE BAR	*Permanent Space*
CODE+HALF SPACE	*Incremental Space*

CODE+TAB CLEAR	*Clear Margins and Tabs*
CODE+XXX	*Underscore by Word*
CODE+LOCK	*CAPS Lock*
CODE+TEXT	*Disk Operation* *(1) Formatting* *(2) Write Text* *(3) Read Text* *(4) Delete Text* *(5) Rename Text*
CODE+M.R.	*Answer Back Message Register/Transmission (with KX-E13)*
CODE+SLASH(/)	*Mail List Record Header*
CODE+EXPR.	*Forms Layout*
CODE+RELOC	*SpellScan®(with KX-E46)*
CODE+RETURN	*Carrier Return Code when searching and changing Word*
CODE+DEC TAB	*Change Duplex (with KX-E13)*

SpellScan® is a registered trademark of Panasonic Industrial Company, Division of Matsushita Electric Corporation of America.

CAUTIONS

Be sure that the carrier stopper that holds the printer stationary during shipping is removed before turning the unit on.

Be sure to keep this stopper so that the unit can be transported safely, if the need arises.

For the best possible operation of your typewriter do not use a power outlet which is presently being used for a copier or other device which consumes a large volume of power.

Do not use your typewriter in the following environmental conditions:

In direct sunlight where additional heat will be generated.

In areas where the atmosphere is extremely salty or where corrosive gases are present.

On surfaces which are not flat, or that are subject to vibration.

Cleaning

Use only a soft, dry cloth to clean your typewriter. Water or thinners may damage the covers, cases, or electronic circuitry.

Handling Disks

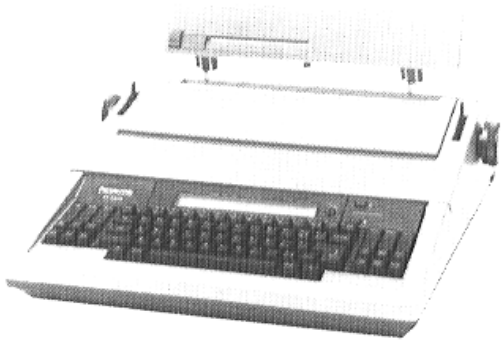
Never touch the magnetic material inside the plastic cartridge.
Never expose to magnetism (found near telephones, loud speakers and magnets).
Do not remove the disk from the drive when the indicator light is lit. This may result in damage to your stored text.

Cable

Use a shielded cable 3 meters or less in length with KX-E13 Serial Communication Interface option installed. Use a shielded cable 2 meters or less in length with KX-E72 Parallel interface option installed.

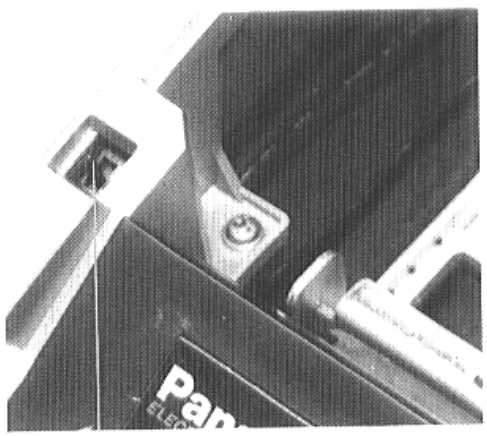
PARTS FUNCTION

Paper Support



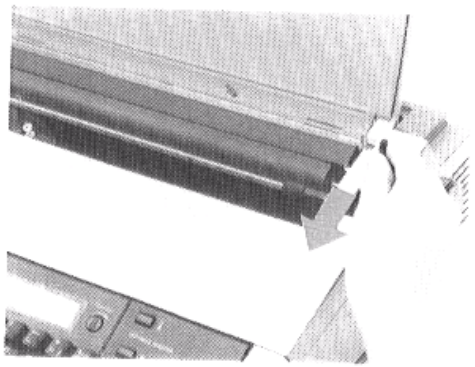
When the typewriter is unboxed it will have to be assembled.

Cover Interlock Switch



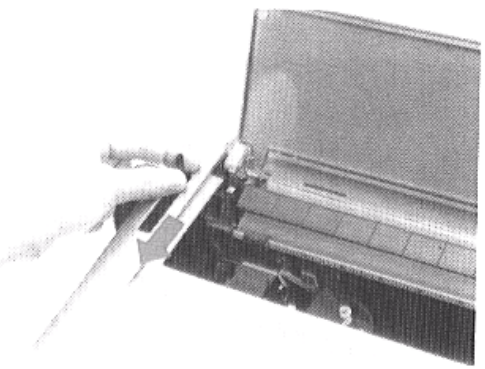
Cover Interlock Switch

The top cover has a safety interlock switch which deactivates the printer whenever the top cover is opened.



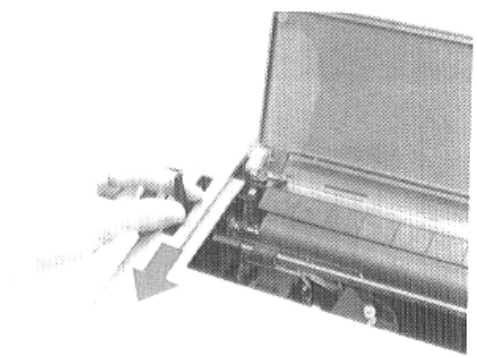
Paper Release Lever

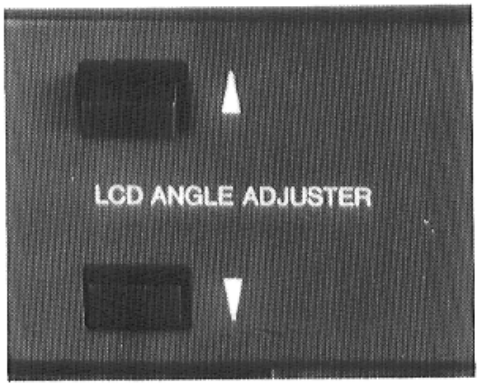
Pulling forward on the paper release lever releases the paper so the operator can adjust it freely.



Paper Bail Release Lever

Pulling forward on the paper bail release lever moves the paper bail away from the platen. Additional forward movement of this lever activates the automatic paper insert function. Also refer to page 4.





LCD Angle Adjuster

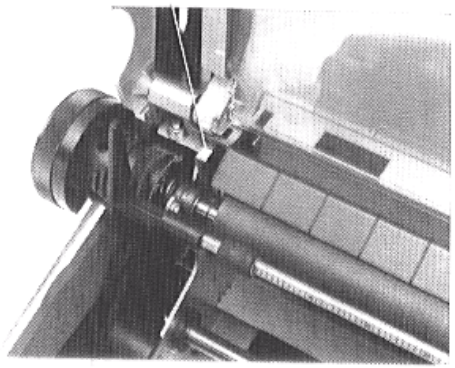
The LCD Angle Adjuster allows you to reduce glare and choose the best possible angle for the lighting in your surroundings.

Contrast Adjuster

Turn the contrast adjuster to the right to intensify the display or to the left to reduce the intensity of the display.

PLATEN REMOVAL AND INSTALLATION

Release Latch



Platen Removal

If you have to remove the platen to clear a gummed label or clean the platen, please follow the instructions below:

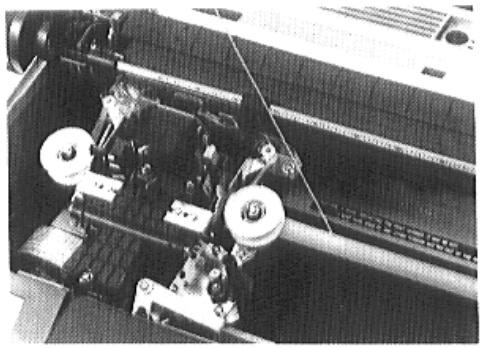
1. *Turn the power off.*
2. *Open the top cover.*
3. *Lift the eraser table.*
4. *Position the paper release lever and paper bail release lever toward the front of the machine.*
5. *While pushing down the release latches, lift out the platen.*

Platen Installation

1. *Position the slot of the platen shaft so that it aligns with the left release latch. Push down until you hear it lock.*
2. *Reset the paper release lever, the paper bail release lever and the eraser table then close the top cover.*

SHIPPING INFORMATION

Carrier Stopper



- *The carrier stopper holds the printer stationary during shipping.*
- *Remove the stopper before turning the unit on.*

When you transport or ship the typewriter, follow the steps below:

- *Position the printer at the far left of the unit.*
- *Install the carrier stopper to the right of the carrier shaft so that the printer can not move.*
- *Remove the paper support.*
  To remove the paper support, stand it up straight and pull up.

TROUBLESHOOTING

PROBLEM	*REMEDY*
1. Character spacing is erratic.	• *Make sure the "Pitch Selector" is set correctly.*
2. Character printout is not clear.	• *Make sure the ribbon is good.* • *Make sure the "Pitch Selector" and "Impact Control Selector" are set correctly.*
3. Characters cannot be printed.	• *Make sure the daisy wheel is mounted correctly on the print unit.* • *Change the ribbon cartridge.*
4. Characters cannot be cancelled.	• *Make sure the correction tape matches the type of ribbon cartridge being used.* • *Make sure the correction tape is installed correctly.* • *Change the correction tape.*

If the problem persists after performing all of the above checks, call for service.

SPECIFICATIONS

Print Element:	*Daisy wheel; 100 char.*
Print Speed:	*13 char./sec.*
Print Pitch:	*10 char./inch*
	12 char./inch
	15 char./inch
Line Spacing:	*1, 1 1/2, 2 lines*
Paper Width:	*14.2 inches Max. (361 mm Max.)*
Writing Line:	*11.5 inches Max. (292 mm Max.)*
Ribbon Cassette:	*Correctable Carbon Ribbon (Black)*
	Correctable Carbon Ribbon (Blue, Brown)
	Carbon Ribbon (Black, Blue, Brown)
	Multi-Strike Ribbon (Black)
	Fabric Ribbon (Black)
Correcting Tape:	*Lift Off Tape*
	[Cover Up Tape]
Keyboard:	*Alpha/Numeric Key; 45 keys*
	Selector Key; 6 Keys
	Function Key; 26 keys
Correction Memory:	*500 Char. Max*
Phrase/Text Memory:	*8K expandable to 24 K*
Line Format Memory:	*2 formats + Current*
Power Requirements:	*AC 120V (±10%.), 60Hz*
Power Consumption:	*Approx. 55 W*
Memory Protection:	*Lithium Battery (5 years)*
Storage Environment:	*−4°F~140°F (−20°C~60°C) temperature, 10%~90% humidity*
Operating Environment:	*50°F~104°F(10°C~40°C) temperature, 20%~80% humidity*
Dimension:	*21.0 (W) × 17.2 (D) × 6.2 (H) in. (534 × 437 × 158 mm)*
Weight:	*Approx. 22.6 lbs. (10.3 Kg)*

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